In attendance: Larry Manno, Greg Catena, Beth Dunn, Geoff Hiller, Kurian Tharakunnel, Kevin Li, John Cody, Lauren Kosrow

The meeting began at 2 PM in E-210.

- An e-mail was sent out to everyone who completed an assessment plan in Fall 2015, chairs and coordinators, and deans, with information on how to complete the 2015-2016 assessment cycle.
- Due to the structure of TK-20, the committee is recommending that all programs create a timeline to assess all program outcomes. Course/class assessments will be done based on the program outcomes being assessed, and results will be filtered back to the program/general education outcome level.
- It was recommended that an assessment presentation be done at the Fall faculty workshop. Larry Manno and Kevin Li offered to present. An e-mail was sent to the Professional Development Committee requesting time for this presentation.
- Assessment Day 2017 will be held on March 3. The focus of this assessment day will be assessment of program outcomes in a reasonable time period. We will begin exploring appropriate breakout sessions and looking for a keynote speaker.

The meeting ended at 2:30.