Assessment Committee Meeting Minutes

Friday, September 16, 2022

1. **Opening:** The regular meeting of the Assessment Committee was called to order at 12:05 pm by Justin Tickhill. The meeting was held online via Zoom.
2. **Present:** Dr. Gina Kamwithi, Justin Tickhill, Dr. Kelly Gray, Dr. Howard Walters, Christine Lynch, Wesley Adams, ~~Barb Keener~~, ~~Kimberly Lybarger~~, ~~Alicia~~ ~~Camak~~, ~~Allyson McCune~~, Amy Burns
3. **Minutes**

May 6, 2022 Minutes were reviewed with minor changes noted at the September 2nd meeting. Motion was made that minutes were reviewed. Chair will be emailing the updated minutes out to all members to get a final approval and these will be voted upon at the next Assessment meeting scheduled for October 7th.

September 2, 2022 Minutes – Attendance listing was updated to reflect the correct members who were at the meeting. Minutes were reviewed and accepted as amended.

Motion to approve: 1st: Gina Kamwithi, 2nd: Wesley Adams

ALO stated she has made a request with IT to give Amy access to the Assessment site so minutes can be uploaded. The format will be similar to Curriculum Committee.

1. **Review the PARS, CWO AND PFSS documents of the PTA Program** – Due to a scheduling conflict, the PTA Program Director/member was unable to attend the meeting. It was decided that this review be rescheduled for October 21.
2. **Adjournment**

Chair adjourned the meeting at 12:20 pm since PTA Program review was rescheduled.

1. **Next Meeting: Friday, October 7, 2022**

Manufacturing Certificate will be reviewed with new member at the October 7th meeting.

Respectfully submitted by Amy E. Burns, Recorder