

**Minutes of the College-Wide Assessment Mini-Retreat**  
**January 9, 2018**  
**2:00 – 5:00 pm**  
**AC 202**

- Vice Provost Emily Williams welcomed all SACs to the pre-Spring 2018 Semester CWAC Mini-Retreat
- Emily discussed the process of compiling assessment plans and reports: SAC works with Conveners, SAC reviews with Dean, changes are made after the dual review, and completed plans and reports sent to the Vice Provost for review as needed [with the Dean and SAC]
- Discussion ensued on the importance of attendance at the upcoming SPOL training by all that are available on the days/times
- Emily presented a PPT on Program Planning and Assessment; this will be uploaded on the website
- In preparing for the 2020 MSCHE Self-Study Report, the 2010 MSCHE Reaffirmation Letter and 2015 PRR Response were provided, reviewed, and discussed with the SACs
- Three Guests Presented to the Group: Dorothy Echols Tobe and Taylor Tapp (Planning), presented on SPOL; and Gurvinder Khaneja (Institutional Research), presented on the Evidence Inventory necessary for the 2020 Self-Study Report
- Emily reminded the SACs that she would work with them and their Dean to clearly articulate Program Goals on the School web pages
- The retreat successfully adjourned at 5:20 pm

Recorded by Emily Williams