**Assessment Committee MEETING AGENDA**

**Date**: February 10, 2025| **Time**: 12-12:50PM | **Location**: ZOOM | **Recorder**: Elizabeth Carney

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|  **­ Topic/Item** | **Facilitator**  | **Allotted Time** | **Short Description of Topic and Task**  |
| **Updates** | Elizabeth | 5 min | Space for any updates/sharing |
| **Where to house completed assessment reports** | Elizabeth,Ashley | 10-15 min | Consider needs, different uses, and what is and is not working well currently. Look at option of using OneDrive.  |
| **College expectations for assessment work (recommendation from this committee)** | Elizabeth | 20 min | Review Elizabeth’s draft (following up on committee discussion in Fall) |



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|  **FUTURE AGENDA ITEMS FOR MEETINGS** |
| **Topic/Item** | **Facilitator** | **Short Description of Topic and Task**  | **Category** |
|  |   |  | [ ]  Discussion[ ]  Decision[ ]  Advocacy[ ]  Information |
|  **Upcoming Meeting Dates** | **Start Time** | **End time** |  **Location**  |
| Feb 24 |  |  |  |
| **MEMBERS** | Martha Bailey, Elizabeth Carney, Becky Ellison, Jil Freeman, Erin Gravelle, Kelly Mercer, Stephanie Murphy, Lisa Nielson, Lisa Reynolds, Ashley Sears, Yvonne Smith, Aundrea Snitker, Steven Soll, Amy Warren **Start time Location**  |