

Assessment Committee Meeting Minutes

Date: September 17, 2013

Location: HTC 137

Present: Marcus

2. develop process of assessment of adjunct instructed courses
3. streamline process of signed course assessment forms

Marcus Babaoye commented that communicating a clear calendar of the assessment process is a necessity. It is very important to keep people aware and to keep on their radar. Thus, better communication should boost timely participation.

Meeting adjourned at 3:50 pm.