Voting Members Present: Hans Hacker, Kevin Humphrey, Randy Kesselring, Marc Williams, Pam Towery, Bob Bennett

Ex-Officio Members Present: Gina Hogue, Summer DeProw,

Members Absent: Loretta McGregor, Ilwoo Seok, Rebecca Oliver, Matt Costello, Gary Edwards, Lillie Fears, Ltc. Michael Fellure, Hong Zhou, Ali Khalil

Convene the meeting. **\*\* No quorum.**

1. Due to lack of quorum, committee discussed only a plan of action for the Chemistry QRIIs:
	1. SDP – submitted their instrument, but there are concerns. Since BB is faculty in the college, it is a precarious situation given that the dean wrote the assessment instrument. I suggest that a person or small subcommittee should step up to relay between the department and the committee
		1. RK – what is the problem with what was submitted?
		2. SDP – They didn’t use the form. So many things are missing that was asked of other departments. We have an example of what is used in 1 course, but we don’t have the instrument. He doesn’t say how he will make an equivalency. A lot of unanswered questions.
			1. PT – why would they have a different standard than everyone else? That’s what we expect from everyone.
		3. GH – we’ve done this before
			1. SDP – there is precedent.
		4. KH – if a memo was generated with all of these specific issues and the importance of HLC, it would take BB out of the hot seat.
			1. SDP – the person or subcommittee would also need to deliver the memo, answer questions, and perhaps be available to meet.
		5. SDP – it was very persuasive when LMG met with R Grippo regarding the instrument issue. I would love for a small subcommittee to meet with WB and JP regarding this.
		6. KH – what happens with HLC if this is not taken care of?
			1. General discussion of the range of consequences if this is not taken care of.
		7. RK – we need to focus on getting them to fill out the form.
			1. BB – how does this all work with all of the courses? There is no explanation.
			2. RK – my suggestion is that we ask them to put this in the form. The reason we designed the form the way we did is to get them to answer all of those things. We just want them to give us something we can report.
		8. RK – how about we have a memo that asks them to fill out a form for each of the classes and help us out; give us something to report.
			1. SDP – the face to face meeting with Dr. Grippo was really fruitful. Would it be possible to say what would be in that memo but face to face? Perhaps ask if they can clarify. Just ask them. But do it face to face.
				1. MW – that is the procedure we used previously so this isn’t unprecedented.
				2. PT – there needs to be faculty, not just JP.
				3. MW – I don’t think we can make that decision.
			2. RK – who would like to go to that meeting?
				1. SDP – I feel it is my responsibility to be there. Perhaps RK… those who are here.
				2. MW – I would go if there were others.
				3. KH – I don’t want it to be too few.
	2. **RK HH KH MW PT, SDP meet with John Pratte and William Burns. HH will organize the meeting.**
2. Next meeting time/date: April 27th @ 3 pm in HSS 3026

Meeting adjourned.

Subcommittee Assignments

1. Marc Williams, Lillie Fears, Hans Hacker, and Gary Edwards
2. Rebecca Oliver, Randy Kesselring, Hong Zhou, Mathew Costello, and Ali Khalil
3. Pam Towery, Loretta McGregor, Ilwoo Seok, Michael Fellure, and Kevin Humphrey