

**Co-Curricular Assessment Committee (CCAAC)**  
**Meeting Minutes**  
**February 5, 2020**

Members present: Kelli Listenbee, Matt Robins, Mallory Yarbrough, Courtney Sears, Jordan Wilson, Natalie Eskew, Beth Silverthorn, Heather Brake, Emily Devereux, John Williams, Tiffany Johnson, Joshua Smith, Evette Allen, Myleea Hill, Robert Robinette, Summer DeProw, Mary Elizabeth Spence, and Kevin Hennings

- I. December 4, 2019 Meeting Minutes – Kelli Listenbee moved to approve. Emily Devereux seconded. All approved.
- II. Summer DeProw introduced two new members, John Williams (Honors College) and Matt Robins (Communications Center).
- III. Mary Elizabeth Spence announced that there would not be a March meeting and instead encouraged everyone to attend Learn@State on March 4.
- IV. For the remainder of the meeting, Mary Elizabeth Spence led the members in Taskstream training.

**Important Dates**

- Learn@State abstracts are due February 10, 2020
- Learn@State is March 4, 2020
- Annual program assessment report due dates:
  - 2019-20 Assessment Findings are due June 15, 2020
  - 2019-20 Action Plans are due October 15, 2020
  - 2019-20 Status Reports are due October 15, 2020