**Meeting Minutes Approved**

**Monday, November 16, 2020**

**1:30 PM – 3:00 PM**

**Location:** [**https://astatecall.zoom.us/j/7220342669**](https://astatecall.zoom.us/j/7220342669)

**Meeting ID: 722 034 2669**

Convened by Rob Williams

PreSent: Rob Williams, Kim Davis, Jackie McBride, John Hall, Lance Bryant, Ryan Kelly, Audrey Bowser, Prathima Appaji, Meghan Medley, Mary Jane Bradley, Annette Hux

* Approval of Previous Meeting Minutes Motion to approve made by John Hall, 2nd by Meghan Medley, approved by unaminous vote
* Discussion to change wording for question on Completer Survey: change from asking for Employer’s email to Supervisor’s email – following discussion the wording on the question on the Completer Survey will be changed to ask for the **Immediate Supervisor’s** email.
* Update on Employer Survey Results- Rob Williams reported a 27 1/2% return rate for the survey with repondents indicating the overall satisfaction with completers at 4.38 on a 5.00 scale.
* Discuss Validity and Reliability Plan – This item was removed from the agenda.
* Review and Discuss Assessment Plan for Advanced Programs – Kim Davis shared the Advanced Level Program Matrix with modifications made based on input from those present at the meeting.
* Discuss Standard 1.2 update – Kim informed the committee that program coordinators need complete a report for showing key SPA assessments and alignments with data analysis and action plans for each key assessment. The information for this report is in Taskstream. Program coordinators should contact the Assessment Office to obtain the information. Dr. Bradley will contact Program Coordinators about upgrading these reports for Satndard 1.2.
* Discuss Needs Assessment/Survey of Partners –this item will be placed on the agenda for the next meeting.
* Beginning Administrator Survey results – Kim will send the results to the committee for discussion at the next meeting.
* Future Meeting Dates
  1. January 18th – this meeting has been cancelled
  2. February 15th
  3. March 15th
  4. April 19th

Motion to adjuoun was made by Jackie McBride with 2nd by John Hall.

\*Minutes approved at Feb. 15, 2021 meeting - Motion to approve made by Lance Bryant, 2nd by Jackie McBride, approved by unanimous vote