A. Approved Sept. 5, 2012 minutes
B. Introduced new members:
   - Nicole Campbell (Admissions)
   - Terry Waldruff (Business)
   - Johanna Lee (Tutoring Services)
   - Guests- Courtney Bish and Lashawanda Ingram
C. Reviewed draft of 2012-2013 committee goals and objectives: Approved
D. Outstanding items:
   - Subcommittee to develop and plan in-service for spring 2013: Sarah T, Sue L, and Julie P.
E. Shared with committee various areas that did well in the SOS (Student Opinion Survey).

F. Reviewed 2012-2013 GO from the following areas:
   - Health Services
   - Dean of Students
   - Residence Life
   - Notes:
     o All areas need to include **Who, How many times, and When** in all objectives
     o The categories Goals, Objectives, and Outcomes will be pulled into the Institutional Scorecard by IR
     o Other categories in the assessment template (scorecard) such as Planning Notes, Assessment Tools, Budget and Formative Evaluation are used at the department and division level to show and articulate the ‘process of assessment’
     o Need to include 2 columns from Institutional Scorecard: Institutional Goal and Institutional Objective (This has been done- please see revised template, reviewed by IR)
G. Other discussion:
   - Need to review and develop the Comprehensive Survey by November 2012 (need to include follow-up questions from SOS)
   - Timing for the administration of the survey is important. It was decided/confirmed that the week of March 25-29 would be best (request email address at end of survey for iPad give-away (Molly to touch base with CF)
- Sarah T. to send Lashawanda I. a sample of a survey that can be used to assess programming