Date: February 27, 2014
Time: 1:30 – 2:30 p.m.
Members present: Claudette Ligons, Holim Song & Nina Saha

This was the first meeting of the standard IV committee. At this meeting the focus was on reviewing the document and identifying the changes that had occurred in the department, the curriculum and other activities that would need to be reflected in the new report. The members also discussed the exhibits that were mentioned in the report and their continuing relevance, any need for additional exhibits, and the new data that would be required to indicate candidate performance and other relevant data from the department, the unit faculty, and the partner K-12 schools.
Date: March 12, 2014

Time: 2:00 – 3:00 p.m.

Members present: Claudette Ligons, Holim Song & Nina Saha

This was a short and focused meeting. The members reviewed the existing report and identified all of the exhibits that were required to support the narrative and the current data that would be needed. This information was put together in a table format to present to Mrs. Jones (the assessment coordinator) so she could identify the data sources and the exhibits.

Date: March 27, 2014

Time: 12 noon – 1:00 p.m.

Members present: Nina Saha, Tanya Jones and Holim Song

The focus of this meeting was to explain the needs of the standard IV committee and identify ways that Tanya Jones might be able to help us get what was required. The table of exhibits and data was discussed with Mrs. Jones so that she could provide the relevant data that was already in the Institutional Report and also identify the relevant exhibits.

Date: April 8, 2014

Time: 1:00 – 4:00 p.m.

Members present: Claudette Ligons, Holim Song and Nina Saha

At this meeting the committee members divided up the tasks to be accomplished. While Claudette Ligons worked on the narrative, Holim Song and Nina Saha worked on the corresponding exhibits and data. A list of exhibits and data was developed and cross checked with what we had and what we needed to get. Holim Song developed a survey which was emailed to all faculty to respond to questions related to diversity.
Date: April 10, 2014
Time: 2:00 – 5:00 p.m.

Members present: Claudette Ligons, Holim Song and Nina Saha

During this meeting Claudette Ligons worked on reviewing and editing the narrative. Nina Saha and Holim Song continued the work on the exhibits, printing out hard copies of the exhibits, cross checking them with the items on the

July 7, 2014
Time: 12:30 – 3:00 p.m.

Members present: Claudette Ligons and Nina Saha

Dr. Ligons and Dr. Saha met to review the feedback from Dr. Feldman and the new standards that had to be responded to for standard 4. The focus was on 1a as this is the most critical one for standard 4. Then all the relevant and important information was noted so as to align that information with the information on the document.

July 8, 2014
Time: 12:30 – 3:00 p.m.

Members present: Claudette Ligons and Nina Saha

Dr. Ligons and Dr. Saha met to review the existing report and focus on information that was to be added (based on previous day’s review) and identify information in the report that was no longer required. Then we worked on the actual report, to make sure that we were responding to all the standards. The focus was on adding information relevant to all standards and editing the report to meet the new requirements.
July 9, 2014

Time: 12:30 – 4:00 p.m.

Members present: Claudette Ligons, Holim Song and Nina Saha

The focus on this day was to carefully review the information required for standard 1a. We constructed a matrix to reflect all of the diversity related courses, the assessments and rubrics used to measure candidate performance and to report data. Emails were sent to all relevant faculty for information required to complete the matrix. Emails were also sent and phone calls made to relevant individuals from whom we needed updated information. A first draft of the revised report was printed out to be reviewed at home.