Standard 4
Meeting Minutes - 2015

February 11, 2015
Time: 1:30 – 3:00 pm
Members present: Claudette Ligons, Holim Song and Nina Saha

The committee met to discuss and develop a plan of action for the assessments and assessment data required. A checklist was developed for all the gaps in Standard IV and the rest of the meeting time was spent on contacting faculty though email and calls for information required for the report.

February 15, 2015
Time: 1:30 – 2:00 pm
Members present: Claudette Ligons, Holim Song and Nina Saha

The meeting was called to review the addendum and make sure that narratives were provided for all of the exhibits in the addendum.
March 3, 2015

Time: 11:30 – 1:00 pm

Members present: Claudette Ligons, Holim Song and Nina Saha

This was a review meeting to go through all the exhibits and their corresponding narratives. The committee members focused on making sure that we had responded to all the concerns that had been raised during the external review.

March 10, 2015

Time: 11:30 – 3:00 pm

Members present: Claudette Ligons, Holim Song and Nina Saha

The focus of this meeting was to review our exhibits to make sure that we were reporting two years data on all exhibits. Again a checklist was developed and data tables (exhibits) were updated.

April 1, 2015

Time: 11:30 – 3:00 pm

Members present: Holim Song, Claudette Ligons and Nina Saha

At this meeting we reviewed all of the exhibits from the original IR, the Addendum and the Validation Report to check for accuracy and consistency.