I. Improvement Strategies
   A.) Review strategies for improving student learning outcomes handout - also found on curricular web-page
   B.) Discuss how to assist our Deans and Chairs in collecting evidence
      ● Some Deans need clarification on the types of evidence they can provide
   C.) Action: The committee craft a clarifying email to Deans and Chairs on the types of evidence they can provide
      ● Tamara can email Deans and Chairs on 12/7/18
      ● Deans and Chairs were invited attend our 12/6/18 meeting if they had questions or need support

II. Faculty enter rubric data by December of 2018
   A.) Action: CLAS Committee members please continue to assist these faculty members.
      ● Committee members will touch base with faculty this week of 12/3/18
   B.) Action: Tamara will continue to email a weekly reminder to faculty, Deans, Chairs, and committee members each week.

III. Review Assessment Plan Timeline
   ● Action: Make recommendation to Provost and ACD Group week of 12/10.
   ● Decision: The committee agreed to implement the Timeline within the Assessment Plan.

IV. We did not get to: Review PD (10/17/18) Feedback

V. We did not get to: Review Assessment Day Agenda - February 22, 2019
   A.) We will have the morning to lead faculty through analysis of data collected during previous two semesters and we will develop strategies for improvement.
   B.) In new year we will finalize agenda and committee assignments.
   C.) Action: We can send out a SAVE the DATE for college community.

VI. We did not get to discuss: CLAS Committee members collect examples of syllabi and assignments for Curricular Web Page in preparation for our Assurance Review - Shared Google Doc
   A.) Cultural Sustainability - Due October 2018
   B.) Information Competency and Research - Due November 2018
   C.) Communication - Due January 2019
   D.) Information Competency and Research - Due February 2019

VII. Future meetings: In January - change meeting day to Tuesdays