

Assessment Coaching Committee (ACC)

Thursday, October 23, 2014
4:00 pm – 5:00 pm
Room 118, Building 2

Chair: Jay Sullivan

Vice- chair: Keith Lyon

Secretary: Caroline Hardee

Members Attending: Ted Clayton, Caroline Hardee, Keith Lyon, Brian Miller, Marcia Norwood, Shelby Phillips, Cecelia Scott, Jay Sullivan

Members Absent: Tony Taylor

Minutes from Meeting October 23, 2014

I. Agenda Item: Welcome, Introductions, Approval of Minutes **Presenter:** Jay Sullivan

Discussion Item:

- Jay welcomed each member of the committee and asked for a motion to approve the Sept. 25, 2014 minutes.

Action Taken or Recommendation:

- Cecelia Scott made the motion to accept the Sept. 25, 2014 minutes and Brian Miller seconded the motion. Minutes were approved.

II. Agenda Item: Review

Presenter: Jay Sullivan

Discussion Items:

- Jay reviewed the importance of using good action words when creating outcomes/goals.

Action Taken or Recommendation:

- Jay reminded the committee that goals don't have to be complicated and to keep them simple.

III. Agenda Item: Activity

Presenter: Jay Sullivan

Discussion Items:

- Jay divided the committee into two groups to participate in a planned activity.

Action Taken or Recommendation:

- People in both groups gained experience in writing measurable outcomes/goals, identifying action words, and words used to describe evidence listed for each outcome/goal of other committee members.

Next Meeting: November 20, 2014 at 4:00 pm

Location: TBA