

# Assessment Coaching Committee (ACC)

Tuesday, November 26, 2013  
2:00 pm – 3:00 pm  
Conference Room, Building 1

**Chair:** Jay Sullivan

**Vice – chair:** Brian Miller

**Secretary:** Caroline Hardee

**Members Attending:** Phylcia Bridgers, Caroline Hardee, Keith Lyon, Brian Miller, Jay Sullivan, Cecelia Scott,

**Members Absent:** Marcia Norwood, Sandra Pinkham, Tony Taylor

## Minutes from Meeting November 26, 2013

**I. Agenda Item:** Working Session on Assessment Reports **Presenter:** Jay Sullivan

➤ **Discussion Item:** Working Session on Assessment Reports

As a group, the committee members reviewed the HR and IT assessment reports. Again the committee was looking for strengths and weaknesses.

➤ **Action Taken or Recommendation:** Jay stated that each committee member needs to meet with their cohort as a group or individually to discuss individual assessment reports.

➤ **VI. Agenda Item:** Meeting adjourned at 3:15 pm **Presenter:** Jay Sullivan

**Next Meeting:** December 13, 2013

**Location:** Conference Room, Building 1