Meeting Attendance: David Pearson, Gayne Anacker, Darrell Passwater, Deena Chapman, Connie Milton, James Lu, Rachel Timmons, Marilyn Moore, Phil Martinez

1. Dave Pearson explained how over the last few years the assessment of student outcomes has gone through adopting the Nichols Model, modifying the process to be less “formatted” and now moving to further clarifying the process through the use of LiveText and electronic portfolios, storage and reporting.

2. Phil Martinez then covered the following items.
   a. CBU Assessment Policies and Procedures
   b. Academic Affairs Master Calendar
   c. Course & Program/University Student Outcomes Matrix
   d. Using LiveText for the Initial and Final Annual Assessment of Student Outcomes Reports
   e. CBU Framework for Evaluating Educational Effectiveness (FEEE)
   f. The 2005-2006 Progress and Preparations Chart
   g. The Annual Abbreviated Assessment of Student Outcomes (ASO) Log and its completion as a self-evaluation tool by each School and Department
   h. Faculty registration as LiveText members

3. It was agreed that all would work on completing LiveText registration and would contact Phil Martinez regarding any assistance needed in completing the 2005-2006 ASO Initial Report by the November 15th deadline on LiveText.

4. Following the meeting registrations were accomplished and continuing review of the process continued