Attendees: Paula Dagnon, Chair; Tracy Thorndike-Christ; Don Burgess; Dana Edward; Susan Kincaid; Kimberly McDaniel; Diane Penland  Regrets: Chris Ohana; Don Larsen; Pat Fabiano

1. **Discussion and approval of April minutes:** The June minutes were approved with 2 abstentions.

2. **“Best Practices in Program Assessment...”:** Tracy was asked by the Dean to write an instructive document on program assessment practices. She shared a one-page summary of the document, asking the Committee to review it and suggest revisions. Committee members were asked to respond to Tracy no later than this Friday. Once approved the document will be distributed within Woodring and WWU in general.

3. **Selection of Chair and Co-Chair:** The Committee voted unanimously to elect Paula Dagnon and Don Burgess to co-chair the meetings for the coming year.

4. **University Accreditation:** Tracy noted that next week (October 20 and 21) the accreditation representative will visit campus to review WWU’s response to the four areas of concern. The meetings with units and University entities will be very short.

5. **Closing the Loop:** All departments except the two which are in the midst of revising their program-level assessments received their assessment summaries from Kimberly the first week of October. The responses to these data and to other data previously sent to chairs, known as “Closing the Loop documents” are due to Dana by the first day of winter quarter.

6. **NCATE:** Dana noted that we will be doing the “continuous improvement” NCATE option. This allows the process to focus more deeply on a few areas and more generally on all others. The NCATE visit will likely be May 20-22, 2010 with the report being due in November 2011. In addition, we are working on documentation of our 26 endorsements for a state review being conducted this year.

7. **Brown Bags:** Following up on the grant monies we distributed last year, we will ask each of the six grant leaders to settle on one of three dates over next winter and spring to make a 30 minute presentation about the process and results of their work. In addition a 2-3 page report will be due December 11.

Adjourned at 3:00 pm