

**Assessment Committee**  
**September 4, 2009**

Present: Wendi, Anjie, Sharon, Penny

Absent: Tim, Allison, Jim, Shari

Discussion items

- A. Fall meeting established every other Wednesdays at 1p. Location for next week- hoping to change.
- B. Updates on tasks
  - a. Allison has ordered the breakfast items from ISU Catering. AAAC covered the cost of the food (approximately \$100).
  - b. Wendi has met with IRB representative. Paperwork is up-to-date (missing final pieces of communication that Sharon, Anjie and Jim are finalizing). There have been changes in the IRB rules (late fall 2008). Recording video/audio can now be exempt.... So let's all keep our fingers crossed for a quick review and approval.
  - c. Sharon- updated on the Viewer Data Collection. Will provide updates to Wendi by end of day, and be ready to add to review.
  - d. Anjie- updates on the informed consent. Incorporated the feedback to informed consent letter. Anjie will bring the final draft to the meeting on Wednesday.
  - e. Complete review of email text.
- C. Discussed timeline and decided to reschedule focus group October 1. Wendi will contact appropriate people to reschedule to ensure IRB approval has been received.
- D. Send invites to deans/directors. Should each representative of "home college" gently urge / follow up with dean/director? We need quick responses to identify our students.
- E. Review of tape with committee- proposes Friday, October 2 from 1:30p to 3:00p as a meeting time. Allow Sharon the weekend to prepare the information to send to participants.
- F. Next meeting: September 9, 2009 1p to 2p, Fell 312.