We will have no problems completing at least three of the issues presented by the end of this calendar year. I suggest we cover Issues #2 and #4 in the next meeting since we can start Issue #2 online and #4 will not be controversial. Issue #1 can be covered in our last meeting since we need to go over issue #1 all over again. The rationale is as follows:

As you know we held a meeting at your request in order to attempt to close the loop. You asked Phil Benson to moderate the meeting. He sent you an e-mail with the results of the meeting.

To further explained his e-mail I attached in the last e-mail copies of the minutes which included more information than the one provided by Phil. To reiterate, on September 29 we were not able to come up with suggestions to closing the loop because:

1. Overall score needs to be explained - we have no idea what the overall scores mean. How were they calculated?
2. Table 1 needs more explanation where the data comes from - the table at the bottom of page 1 does not state how many semesters have been used to calculate the numbers in the table.
3. More data needed before trends can be assessed - In the case of critical thing and quantitative we only have data for one semester.

Randy McFarrin was present in the meeting but he was not able to help us figure out some of the information provided – such as overall scores and the table at the bottom of page 1.

From the results we concluded that the biggest problem area is Quantitative but we can not close the loop with only one semester worth of data. In order to help explain the results better the idea of assessing this goal at a later time was presented. I came out from yesterday’s meeting thinking that this was acceptable since you said you knew what to do now.

I suggest that in our next meeting you help us by clarifying the points we had problems with and maybe we can come up with something new/different. Since you suggested Phil to be the moderator of the meeting and he was the one who wrote the e-mail to you I would suggest he be the one to write the report of the decisions made. He will be able to combine the discussion we had in the last meeting as well as any new ones we may come up with in the next meeting.

Issue #2. I am all for sending out your request via e-mail. I will set the guidelines as you suggested. If you could please send me the proposed spreadsheet it will make it much easier. We can then discuss the results in the meeting and reach a consensus if there are any areas where the member’s proposed percentages do not agree.

Curriculum alignment can be postponed until the fall. We can agree in the last meeting of the calendar year what it is that we need to do in order to start the process running.

I agree with you on issue #4. Let us put it for a vote in our next meeting.