

Core Meeting Minutes, January 15, 2019

Meeting called to order (Kelly)

Introductions: Emily A. (student), Rachel, Emily B (student), Nasser, Adrienne, Don, Glenda, Jamie. Absent: Rick Van Eck, Mariah Cooper

Approve minutes from meeting on 3/27/2018 – Motion to approve Jamie, Second Adrienne, all approve

Everyone should be added to the Blackboard site to reference all the documents and meeting minutes from the committee

Things accomplished last year – classroom upkeep. Dr. Ruit sent out email to remind everyone that resources are available for classrooms to use at the LR information desk. It is up to everyone to maintain the classrooms. Markers and other supplies come from Dr. Ruit's budget, but are held at the LR desk for access to users.

Elect a chair (in charge of running the meetings and putting together an annual report to present to FAC meeting at the end of the year) – Nominate Rick Van Eck (Nasser), Second (Don)

- Kelly is going to communicate with Rick to ensure he is willing to accept the nomination
- If he is okay with the nomination, online vote will be used for final approval

Online survey – tried to do last year but did not have much time to accomplish, was advised to do it earlier in the semester.

- Responses from the consultant survey did not give much (Kelly will double check those results) *Post occupancy evaluation report* (on Blackboard à Minutes section)
 - Everyone can look at that report and see if there were any items that related to IR, ER, and LR from this report to evaluate if there is a further need to create a new survey

TO DO: Everyone look at the post occupancy evaluation report and come with ideas for survey questions at next meeting in Feb.

No other items brought up at this time

Motion to adjourn Don

Doodle poll will be sent out to set up meeting in February