1. Roundtable – Updates from units
   a. Each ASSAC member updates from their Divisional Committees
      i. How’s assessment going in your area?
      ii. Steps to ensure assessments are being completed
      iii. How will you integrate departmental assessment into divisional planning and budgeting this year?
   b. Questions, concerns, or assistance needed?

2. Refresher and Updates since last meeting
   a. Reminder of committee role and the assessment cycle
   b. Reminder satisfaction survey
   c. Reminders non-campus populations

3. Resources
   a. Feedback on training
   b. How to prepare an assessment report & how to use Weave

4. Next steps
   a. Assessment Reports Due June 1st
   b. DRC Divisional Summaries Due June 30th
   c. AASAC End of Year Review July 15th

5. Other Business?

6. Questions

7. Next meetings
   a. Do we need a May meeting?
   b. July 15th for End of Year Review
      i. Review Divisional Summaries
      ii. Discuss how assessment is being used for improvement divisionally
      iii. Discuss how division level findings are informing university level planning and resource allocation
      iv. Recommendations regarding the assessment process