1. **Approval of Agenda**  
The agenda was approved.

2. **Approval of Minutes**  
The minutes for the Sept. 9, 2016 minutes were approved, with one change.

3. **Consensus Building**  

Jeff presented a model of a consensus decision-making process. We discussed this model, as well as the meaning of the word “consensus.”

Dennis added that there is a difference between agreement and consensus. Once a decision is made through consensus, everyone in the group owns it.

For most of the remaining time, the committee worked to gain consensus on the purpose of the evaluation system, along with elements to be evaluated, and evaluative components. This work entailed in-depth discussion. Jeff created and edited the list as the discussion progressed.

The taskforce collectively wondered what, exactly, counts as feedback. We also considered the issue of where in the evaluation process faculty should be given opportunities to reflect on their work.

David Shields brought up potential problems with “goal-setting,” in that it can lead to a kind of over-quantification that is not beneficial to improving teaching and learning. Deb Char suggested that there could be a check-off list for those who want it, while other faculty members could write a narrative.

4. **Subcommittees**  

Ame Meade-Roach asked whether our taskforce should form subcommittees. She noted that the group’s discussions have been valuable, thanks to everyone’s input. We would lose that were we to break up into small groups. We left open the possibility of forming subcommittees later on in the process, when we work on specific evaluation tools.
5. **Communication of Task Force Progress**

   Jeff Papier let the group know that we have a break-out session built into All College Day. It will be held from 10:30-11:15 AM on Tuesday, October 18th. He also noted that he will be presenting at the College Academic Council’s meeting on Monday, October 10th.

6. **Topics for Next Meeting**

   David proposed developing a chart associating the evaluation/assessment elements we want to include in our system, with possible data sources for those elements.

7. **Schedule Next Meeting**

   We scheduled the next meeting for Friday, October 7th from 2:30-4:30 PM on the Meramec Campus. Room TBA.

8. **Adjournment**

   The meeting adjourned at 4:45 pm.

   --Submitted by L. Goushey and E. Neal