

## College of Liberal Arts and Sciences Department Meeting Log

**Date:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Division:** \_\_\_\_\_

**Attended:** \_\_\_\_\_

---

**1. Program, major/minor/curriculum components or operational issues reviewed:**

**2. Assessment Method (type of evidence reviewed). Where is the evidence stored?:**

**3. Actions to be taken by the department:**

**4. Expected enhancement to departmental programming or support to other academic units:**

**5. Plan for follow-up actions or tracking:**