**LOA Asst Day Prep (Sept. 14, 2:30-4pm, OCH 141)**

1. Recognition plan (LOA will recognize the projects we identified last year)
	1. Name of award: 2016-17 Exemplary Learning outcome Assessment Projects
	2. Leaves room for project excellence award
	3. What to give them?
		1. **Action item: V will pick up some chocolatey treats that can be shared**
	4. Content review (see drafts)
		1. **Action item: V will incorporate changes for letter from Betsy (copy to Shirley, dean)**
2. Asst day logistics
	1. General education clicker quiz (Discussed in the spring briefly; Sara is drafting a short presentation to provide context to the general ed session, let her know if you would like to help develop or present.)
	2. Your support role: reviewed and made changes
3. Rubrics for Plan, Analyze, new forms
4. Meeting times for fall
	1. **Action item: Jason will let V know when outlook is updated**
	2. **Action item: V will establish meetings for fall**