<p style="text-align: center;">**MLS Assessment Committee Minutes**
February 3, 2022, 2 PM via WebEx</p>

Present: Dotson, Jones, Marson

The committee discussed revising the questions for the portfolio reflection, based on suggestions made by Hands. Although providing examples had been suggested, the committee decided that examples would make the reflection template unwieldy in length and perhaps facilitate copy and pasting. It is recommended that individual instructors can provide examples at their discretion.

1. The following revised set of questions is proposed:
   Describe the artifact you produced for this course. Be specific in terms of its form, content, and purpose. In this reflection, limit your response to the artifact. Do not describe the course.

2. What were your procedures in creating this artifact? Explain the process and the research involved. Is there anything you would do differently in the process?

3. How did the process and the artifact indicate mastery of an MLS program objective or objectives, ALA competence(s), and appropriate standards for your concentration? Refer to specific standards by acronym and number in your response; for example, AASL 1.1; ALA 5A, MLS objective 8, etc. Include each standard or objective that is applicable. These are usually included in your syllabus or instructions for the assignment. The MLS objectives can be found at https://education.ecu.edu/idp/idp-library-science/ at the bottom of the page. Links to professional standards are found on the MLS website at _____.

   You must specifically explain how the completion of the artifact demonstrates mastery of these standards. It is not acceptable to just list the standards.

Note: In order to pass the portfolio review and graduate from the MLS program, you must score a minimum of Proficient on both the reflection and artifact. The scoring scale is:
Above Proficient = 3; Proficient = 2; Below Proficient = 1.

The agenda for the next meeting in March will include a review of program documentation procedures and a review of the Graduate Exit Surveys for the past year.