It was noted that the faculty who have not completed their data entry may just need to be shown how easy it is. The handout written by Melinda Tilton and Lorrie Steerey is fully explanatory and very helpful.

It was cited that some faculty have input their data in some cases more than once and subsequently lost it. If this occurs, faculty members need to call Regina in IT.

It was noted that some departments are not using the same system for assessment. It was