**Data Community Minutes**

**September 21, 2012**

**Minutes**

1. Required Actions
   1. Reviewed required actions as it pertains specifically to the data community
      1. To do:
         1. **Provide reading data from the spring to Ms. Rhine for our upcoming PLT (complete – Joy e-mailed Michelle to invited Ms. Rhine to our wiki space that has the data posted)**
         2. **Get on the October faculty meeting agenda to share the local reading results from last spring (Joy sent e-mail to Derr and APs on 9/21 – awaiting response)**
         3. **Get on October 5th professional development agenda for grading of the local writing assessment (Joy sent the request on 9/21 to Derr and APs – awaiting response)**
         4. **Send reminder e-mail to faculty about the upcoming local writing assessment (Michelle will follow up, Joy will remind her) ;)**
2. Local Assessment Details
   1. Copies have been made and counted out
   2. Cover sheet has been made
   3. A rubric has been identified

Further action required:

* See BOLD items above
* Package and deliver local writing assessment on the morning of Tuesday, September 25th