I. Introductions  
a. Each member shared committee and unit affiliation.

II. Approval of October and November ACAA meeting minutes  
a. October and November ACAA meeting minutes were approved by the ACAA committee members.

III. Preview – Spring Semester 2017  
a. New Assistant Provost, Accreditation, Assessment and Learning  
   Kathy Spicer shared that a new Assistant Provost has been selected and will arrive in January 2017.  
   b. ACAA and HLCAAC  
      Input regarding evidence for the Assurance Argument  
      1. Several ACAA subcommittees have been working throughout the fall semester to formulate a process, schedule, and rubrics for the review of academic program student learning assessment plans.  
      2. During fall semester, HLCAAC began to compile lists of evidence which may be gathered in support of the Criteria and Core Components for the upcoming Assurance Argument submission (due June 2019).

IV. AAL Website Overview
a. Each page of the Accreditation, Assessment, and Learning website was reviewed to familiarize members with the available information and content, as requested by several members of ACAA in the Interest Inventory provided earlier in the semester.

V. Announcements
   a. Meetings for the upcoming semester will be announced soon after the holiday break.

Meeting adjourned