

## Academic Assessment Committee 2018-19 Review Teams

### Team assignments

Team	Member 1 (Lead)	Member 2
1	Gail Childs (P, 2019)	Jinying Zhao (P, 2021)
2	Margaret Fields (P, 2020)	Melissa Johnson (S, 2021)
3	Laura Spears (S, 2019)	Avner Sidi (P, 2020)
4	Teresa Mutahi (2020)	Amy Simonne (2019)

(P – Presidential appointee; S – Senate elected member, year term ends)

### Review Team Responsibilities

1. Review approvals
  - a. Review Teams will be assigned approval request reviews on a rotating basis starting with Team 1.
  - b. Approval system links will be emailed to both team members, along with electronic documents for each approval request.
  - c. Teams will review the request and determine a recommendation to:
    - i. Approve
    - ii. Conditionally Approve
    - iii. Recycle (for a revision)
    - iv. Table (we rarely do this)
    - v. Deny
  - d. The lead person will then send the recommendation to Tim Brophy by **12 noon on the Friday before the meeting where the request is on the agenda.**