Outcomes Assessment Committee II
Meeting Agenda
Thursday, March 21, 2013 9:30 a.m.
Milton Hall, La Academia

AGENDA

- Call to order
- Approval of meeting minutes from January 24, 2013
- Reports
  - UOAC
- Reporting Timeline
  - Set date for Call for Reports
  - Mid-April?
  - Set date for campus Trainings
  - Late April through May?
  - Set date for deadline
  - July 31?
- Creation of Report form
  - Fillable PDF
  - Volunteer?
- Director of Assessment Search
  - Open Forum 2:00 today
    Goddard Tower room 200
- Announcements
- Adjourn

NOTES

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ACTION ITEMS

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Greetings.

Approval of Minutes: The minutes from December 13, 2012 were approved with the stipulation that the starting time for the committee training retreat be corrected – 10:00 a.m. replaced by 9:00 a.m.

Committee Training Retreat: Michelle confirmed the committee training retreat will take place on Monday, February 4, 2013, 9:00 a.m.-1:00 p.m. Lunch will be provided by Jason’s Deli. Michelle provided a brief outline of what will be covered at the retreat and explained the goals will be to make sure every committee member understands the report forms, how the committee fits in campus-wide, and why the committee does what it does.

Michelle announced the campus community training sessions will take place on:
March 5, 2:00 p.m.-4:00 p.m., Corbett Center Senate Chambers
March 6, 10:00 a.m.-12:00 p.m., Corbett Center Senate Chambers
March 7, 9:00 a.m.-11:00 a.m., Corbett Center Senate Gallery
Members were asked to let Michelle know which times work best for them to attend a session(s). Discussions of how to advertise, format, and what materials to handout for the training will take place at a later date.

Phase 2 Report Form Review: Michelle distributed copies of the Phase 2 Report, 2011-12 Form for review and comments. Suggestions should be mailed to Michelle by the end of next week so that revisions can be made before the training retreat.

Announcements: Michelle announced the Teaching Academy will be hosting a ChAMPION graduation/poster session on May 2, 2:30 p.m., to congratulate the first cohort from Co-Curriculum, Administration and Operations units.