



Minutes 01-24-13 (Thursday)  
**Outcomes Assessment Committee for Co-Curriculum, Administration and Operations**  
9:30 a.m. – 10:00 a.m.  
Zuhl Library Conference Room

**Members Present:** Brian Atwood, Michelle Bernstein, Kelly Brooks, Michelle Gavin, Tim Hand, Pamela Jeffries, Lisa Kirby, Norice Lee, Melody Munson-McGee, Darlene Nelson, and Carol Nevarez

**Members Absent:** Brenda Blackburn, Sharon Jones, Sarah MacCallum, David Melendez, and Shelly Stovall

**Staff Present:** Valerie Stuart

**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.