



# OAC-CAO

## Meeting Agenda

Thursday, DATE, 2013 9:30 a.m.

Zuhl Library Conference Room

# NOTES

## AGENDA

- Call to order
- Approval of meeting minutes from April 25, 2013
- Campus Trainings
- Assessment Retreat
- Timelines and next steps
  - Reports due July 31
  - Practice rubric at July meeting
- “What to Expect When You’re Assessing” rescheduled for July 12th at 10:00
- Announcements
- Adjourn

## ACTION ITEMS

<u>DUE</u>	<u>DESCRIPTION</u>
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## Outcomes Assessment Committee for Co-Curriculum, Administration and Operations

### RECORD OF MEETING

April 25, 2013

9:30 a.m. – 10:00 a.m.

Zuhl Library Conference Room

**Members Present:** Brian Atwood, Michelle Bernstein, Michelle Gavin, Tim Hand, Norice Lee, Sarah MacCallum, David Melendez, Melody Munson-McGee, Darlene Nelson, Carol Nevarez and Shelly Stovall

**Members Absent:** Brenda Blackburn, Kelly Brooks, Pamela Jeffries, Lisa Kirby, and Marisella Reyes

**Staff Present:** Valerie Stuart

#### Greetings.

#### Approval of Minutes:

March 21, 2013 minutes approved.

#### UOAC Report.

The pros and cons of participating in the National Survey of Student Engagement (NSSE) and Faculty Survey of Student Engagement (FSSE) surveys were discussed. Surveys are expensive to administer so other ways to gather data will be looked at. 2011 NSSE results will be analyzed and shared by the Office of Institutional Analysis during Fall 2013.

#### Reporting Form:

The “Phase 1 Report – Planning for Assessment” form, “Phase 1 Rubric for Committee Feedback,” Sample “Alignment of Goals with Building the Vision,” and “Examples of Best Practices” are now available on the Assessment website. Kudos to Kelly, Melody, and Kierstin for their help with developing the fillable PDF Phase 1 Report form.

#### Call for Reports:

The Call for Reports just went out from Provost Jordan. Next year the Call for Reports will be sent from the President and Provost.

#### Training Dates:

Training sessions for the Phase 1 process have been scheduled. Dates and members attending are listed below:

Monday, April 29, 3:00pm-5:00pm – practice session for all members.

Tuesday, May 7, 1:00pm-3:00pm – Presenters: Michelle Bernstein, Lisa Kirby, David Melendez, Sarah MacCallum, Michelle Gavin, Darlene Nelson, Kelly Brooks.

Wednesday, May 15, 10:00am-12:00pm – Presenters: Michelle Bernstein, Brian Atwood, Michelle Gavin, Darlene Nelson.

Thursday, May 23, 2:00pm-4:00pm – Presenters: Michelle Bernstein, Carol Nevarez, Michelle Gavin, Darlene Nelson, Kelly Brooks, Marisella Reyes.

Friday, May 31, 9:00am-11:00am – Presenters: Michelle Bernstein, David Melendez, Melody Munson-McGee, Norice Lee, Darlene Nelson, Michelle Gavin, Pam Jeffries.

#### Preparing OAC-CAO for Training:

Format for training sessions:

Presentation (15 minutes) – big picture, context, Baccalaureate Experience Outcomes and Strategic Planning (BTV) goals, “I wonder...”, committee examples.

Forms (15 minutes) – reporting form, rubric.

Brainstorming and Q&A (5-15 minutes).

Working lab (75-90 minutes) – answer questions, help participants brainstorm, ask the right questions.

The IRB approval process will be encouraged – links to the IRB website will be included on the rubric and on the Assessment website.

#### Retreat:

Plan out year’s agenda – schedule events.

Determine goals for the year.

Discuss web content.

#### Future Meetings:

The May meeting has been cancelled.

The June 20 meeting has been rescheduled for June 13.

Future meetings will begin at 9:30 a.m.

Michelle will look at next year’s academic calendar and will send meeting invites to members.

#### Thank you:

Michelle thanked members and expressed her gratitude for all their hard work.