



# OAC-CAO

## Meeting Agenda

Thursday, July 18, 2013 9:30 a.m.

Corbett Center Quay Room

# NOTES

## AGENDA

- Call to order
- Introductions
- Approval of meeting minutes from June 13, 2013
- Reports
  - UOAC
- Focus on Writing
- Rubric training
- Announcements
- Adjourn

## ACTION ITEMS

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**Outcomes Assessment Committee for Co-Curriculum, Administration and Operations (Minutes)**  
**Thursday June 13, 2013**  
**Zuhl Library Conference Room**  
**9:30 a.m. – 10:30 a.m.**

**Members present:** Michelle Bernstein, Michelle Gavin, Norice Lee, Lisa Kirby, David Melendez, Kelly Brooks, Melody Munson-Mcgee, Carol Nevarez, Brian Atwood, Teresa Burgin, Corey Vas.

**Members Absent:** (Brenda Blackburn), Tim Hand, Darlene Nelson, Pamela Jeffries, and Marisella Reyes.

**Staff present:**

**Greetings:** David volunteered to record minutes.

**Approval of Minutes:** Minutes from the April 25, 2013 meeting were approved.

**Campus Training:** Approximately 50 attendees overall with very positive feedback

**Assessment Retreat:** Went over WORKSHEET – Committee Report Out 1 in great detail. Retreat was great for reflecting past year, planning for the future, acknowledging accomplishments, and looking at goals for the coming year. Retreat was also good for sharing experiences among the other assessment committees. OAC-CAO members should have a copy of the OAC-CAO committee goals, if not they may contact Michelle. Shelly is to meet with VP and other areas to discuss assessment. Database (all reports searchable) initiative will need logistical support and implementation plan. Norice mentioned content DM option for institutional repository. Committee goal is to give feedback. July training for committee members to become comfortable giving feedback. Committee retreat was very valuable; committee thanked Shelly for her hard work in planning and facilitating. Suggested for next year having new people introduced months before next retreat.

**Timelines and Next Steps:** Phase 1 report due July 31, 2013. August meeting sub-committees will be decided. July meeting practice rubric training. Mid-September deadline for feedback reports. Committee will decide on Phase 2 date in near future.

**What to Expect When You're Assessing:** July 12, 2013 at 10:00 a.m. Teaching Academy. Designed to help people start with "I wonder statement". Useful to help people walk through how assessment is meaningful.

**Announcements:** Introduction and re-introduction of committee members

**Next Meeting:** The next meeting is scheduled for July 18, 2013 at 9:30 a.m. in the Corbett Center Quay Room.