

Outcomes Assessment Committee for Co-Curriculum, Administration and Operations

RECORD OF MEETING

March 20, 2014

9:30 a.m. – 10:30 a.m.

Zuhl Library Conference Room

Members Present: Johana Bencomo, Michelle Bernstein, Teresa Burgin, Michelle Gavin, Norice Lee, and Sarah MacCallum

Members Absent: Kelly Brooks, Michael Jasek, Pamela Jeffries, David Melendez, Melody Munson-McGee, Darlene Nelson, Carol Nevarez, Marisella Reyes and Shelly Stovall

Guest: Pankaj Sharma

Staff Present: Valerie Stuart

Greetings.

Approval of Record of Meeting – January 23, 2014:

- Approved.

Phase 2 Reports:

- Steps to be taken to begin Phase 2 process: a) Norice will email the revised rubric and reporting template to members to review on March 26, and b) call of reports memo will be prepared. Timeline: Call for Reports – April 4. Submittal of reports deadline – May 30. Reviews completed by June 30.

WEAVE Entity Table:

- Pankaj discussed the Entity Table designed to help set up assessment reporting for WEAVE. The table has four levels of organization that are color coded: black will be included, red is still under review, and gray will not be included. The table will also be reviewed by ADC and senior staff. Pankaj informed the members that additions and revisions can be made. Valerie will email table to members for them to review. Teresa will ask Shelly if a demo can be scheduled. The committee thanked Pankaj for his presentation and time.

Assessment Awards:

- Teresa reminded members to keep the “best practices awards” in mind when reviewing the Phase 2 reports. Nominations will take place in July.

Annual Assessment Retreat:

- Teresa asked members to think about topics to be discussed at the retreat to help OAC-CAO move forward with aligning outcomes assessment with Vision 2020. Topics will be shared at the next meeting.

Other:

- Johana mentioned Student Affairs & Enrollment Management will be hosting a university assessment fair on May 19. Teresa will ask Melody to share more details about the fair at the next meeting.

Next Meeting: April 24, 2014.