OAC-CAO Minutes
August 28, 2014


Not present: P. Jeffries, C. Rogers

Items for follow up:
List of articles on assessment in higher ed – S. Rich,
WEAVE work session – S. Stovall
Jasek presentation – M. Munson
Brown bag options – S. Stovall
Space for Conference – L. Grant
IA request for updates –
Follow up with absent members –

1. OAC-CAO members, roles, responsibilities
   Discussed the importance of committee members serving as advocates of assessment at all levels.

2. Planning for the year
   Mission, goals, outcomes/Baccalaureate experience/IA, IRB  Reviewed foundational documents.
   S. Rich will develop a list of examples that communicate the critical nature of assessment by the end of the Fall semester.
   A request will be made to Institutional Analysis to provide relevant updates at a subsequent meeting. (Melody and Teresa- I wrote something down about IR and the use of data in my notes, but I couldn’t piece together a coherent summary of it.)

3. Weave
   • Schedule and annual cycle – Pilot group has been through the WEAVE training. Paper assessment form will conclude Fall 2014. Reports using WEAVE will be due October 2015.
   • Work session - T. Burgin will begin coordination of a work session for OAC-CAO members. The sessions will facilitate up to 12 individuals per session. T. Burgin will propose 2 dates at the next OAC-CAO meeting.
   • OAC-CAO role in training, integration - M. Munson-Mcgee will look into having Dean Jasek present to a broader audience, ex. Teaching Academy.

4. Other news
   • Brown Bag - Discussed the possibility of having informal brown bag lunches with discussions about the Quality Initiative in a central location, possibly the Teaching Academy. S. Stovall will further explore options.

5. Assessment Day
   • Would be more of a conference than a day and would include speakers, including those provided by the contract with WEAVE, and presentations.
• Currently checking availability of space for March 13 and April 10.

Next agenda items:
Set agenda items for the year
Bring your boss to OAC-CAO meeting day (cover how to use assessment and WEAVE reporting in respective areas)