

**Outcomes Assessment Committee for Co-Curriculum, Administration, and Operations (OAC-CAO)**  
**Record of Meeting**  
**Thursday, July 23, 2015**  
**9:30 a.m.**  
**Zuhl Library Conference Room, 225**

Action Items:

- Please read chapters 1-2 of *Assessment Reconsidered*. Suzanne Montes will lead a 10-15 minute discussion on the reading.
- Reflect on the HLC's Guiding Values. Think of 2-3 ways that your department contributes to student learning. We will share our reflections with the committee at the next OAC-CAO committee meeting scheduled for August 27, 2015 9:30-10:30 a.m. in the Zuhl Library Conference Room (225).

Attendees: P. Robles, V. Haggard, M. Jackson, L. Mendoza, S. Montes, C. Lobato, S. Rich, M. Gavin, A. Covatta, G. Berela, D. Smith.

1. Introductions

Welcome to David Smith, Director of Assessment. David is here to support, not direct the committee. It can be a challenge for faculty to recognize how learning occurs outside of the classroom. David is interested in learning more about how co-curricular/operations/admin support student learning.

Welcome to new member Vicki Haggard (Office of VP for Economic Development OVPED). Vicki replaces Marisella Reyes.

2. WEAVE

- a. Review of recommended schedule - Michelle Gavin reminded the committee of scheduled committee meeting times and provided an overview of the WEAVE reporting schedule. Assessment reports should be uploaded to WEAVE by October 15 (hard deadline). In discussing the committee's scoring of the reports, the committee has a couple of options: scoring in-person for a 2-hour block or score virtually. Carlos Robles asked about what he should be doing now as someone new to the process.
- b. WEAVE training – Adam Covatta provided an outline of previous training activities and described possible future training opportunities (open lab, consultation, and mentoring – these activities would be resource intensive). Michelle Gavin asks how we can make WEAVE easier to understand and navigate. Adam Covatta says WEAVE training addresses the technology but doesn't address assessment soft skills (what is assessment?). Should we consider defining some of the assessment terms (a data dictionary) to assist users entering information into WEAVE? There was also a brief discussion about whether WEAVE users should sign a confidentiality agreement.



Reading privileges allow anyone with a login to view all submitted reports. David Smith will look into whether a confidentiality form is necessary. Carlos Lobata described how ICT seeks to protect shared data.

### 3. Assessment & Accreditation

Samantha Rich provided a handout of the Higher Learning Commission's guiding values. HLC recognizes that support services contribute to student learning. Committee members are asked to review the handout and consider how their areas/departments contribute to student learning and university improvement.

### 4. Committee Reading

*Assessment Reconsidered* was distributed to present members. Members are asked to read chapters 1-2 before the August meeting. Suzanne Montes agreed to lead discussion of the reading next month.

