OAC-CAO Meeting

June 8, 2017

Zuhl Library, Dean's Conference Room

9-10 a.m.

Meeting Notes

Attendees: Beth Apodaca Ruybal, David Smith, Adam Cavotta, Michelle Gavin, Carlos Lovato, Gabrielle Martinez, Samantha Rich, Laura Grant, Michelle Bernstein

Action Items: Adam Cavotta to contact Andrew Pena about interviewing HR in early July.

Late July interview for ICT.

Action Items: Samantha Rich, Adam Cavotta, and Carlos Lovato to work on guidelines for a one-page report for David to refine at the retreat at the end of June.

Notes

Co-curricular may have to be different than operations and administrative units.

Approach co-curricular needs to be reflected upon.

Student affairs training by Adam Cavotta brought up the necessity of unique yearly timeline.

Timeline could be more flexible.

Housing, diversity programs,

What do you think is the value of OAC-CAO?

Does it make any sense to split them up as far as governance goes.

Duplication of effort on the IT part – and possibly other units – is something to address

Structure of accountability

Approaching leaders may be one approach.

Having conversations with committees such as:

-Strategic Planning

-STAC Student Technology

"University Improvement" award that is external to WEAVE and fits in their already existing assessment approach.

Key Performance Indicators -

Part of the function of the committee is to gather reports and data

Possible an executive summary followed by any document they feel would provide

"We don't want you to redo work, we want you to review and share your work." - Samantha Rich

Due dates are more organic and fit the cycle of the unit, but still happen in a consistent timeline.

Standard meeting time: OAC-CAO Third Thursday 9:30-10:30 a.m.

Immediate focus of committee:

Work on document for "Beginners guide to assessment"

Will this model we're talking about work (approach other operation units)

Possible units to interview:

ICT

Housing

HR

Next meeting: Thursday, July 20, 2017

9:30-10:30 a.m.