

Outcomes Assessment Committee for Co-Curriculum, Administration, and Operations (OAC-CAO)
Record of Meeting: Thursday, September 15, 2016 9:30 a.m.,

Zuhl Conference Room, 225

Attendees: S. Rich, M. Gavin, A. Cavotta, D. Smith, M. Jackson, G. Martinez, C. Lobato, L. Grant, S. Montes, P. Robles, D. Pehr, A. Bautista

1. Welcomed members to the first meeting on the academic year

2. Announcements and Updates -
 - a. Office of Assessment (David Smith) - D. Smith announced an increased focus on communication and transparency discussed at the retreat

 - b. Assessment Software (Carlos Lobato) - Process of implementing IT governance, university wide. Compiling a list of the software being purchased for various units on campus. The goal is to take a more holistic approach university wide.

 - c. WEAVE Reporting Schedule: - October 17 deadline (November 17 scoring by committee)
Members should remind responsible party in their units of the deadline.
Supporting documents can be uploaded to WEAVE if formatting is an issue. September 21 is the next WEAVE Training opportunity from 9-10 am at Academic Research Complex.

September – February: Assessment Planning

February – August: Measures/Findings

August – October: Reports Reviewed (OAC-CAO scores)

December: Departments Receive Feedback

3. Review OAC-CAO goals from retreat

4. Assign Teams/Delegate Tasks
 - a. Norming/Scoring (Michelle & Samantha)

 - b. Website content/redesign - -Update OAC-CAO website to update information on committee members (A. Bautista, Stacey Ramirez-new student hire) -Dashboard on assessment activities

 - c. Newsletter/Best Practices Announcement - Newsletter to share assessment activities, best practices, etc (G. Martinez, D. Pehr)

 - d. Assessment 101 - Assessment 101 at TA for non-academic units (M. Jackson, A. Cavotta, S. Montes, S. Rich) January/February time frame

 - e. WEAVE software review (C. Lobato and M. Gavin)

Additional ideas: Online course that could be asynchronous; Possibly look into recording of Assessment 101 type event

New items: Offer of assistance in email indicating deadline. Focus on benefits and process.

Upcoming Meetings: All meetings take place in the Zuhl Library Conference Room from 9:30 am – 10:30 am.

October 20, 2016 November 17, 2016 December 15, 2016 January 19, 2017 February 16, 2017 March 16, 2017 April 20, 2017