

**Outcomes Assessment Committee for Co-Curriculum, Administration, and Operations (OAC-CAO)**  
**Thursday, November 17, 2016**  
**9:30 a.m., Zuhl Conference Room, 225**  
**Record of meeting**

**Attendees: S. Rich, S. Montes, G. Martinez, M. Jackson, D. Smith, L. Grant, V. Haggard, M. Gavin, A Cavotta**

1. Welcome and Approval of Minutes
  - a. Michelle Gavin, OAC-CAO Co-Chair called the meeting to order
  - b. Record of meeting from October 20 were reviewed and approved
  
2. Announcements and Updates
  - a. Office of Assessment (David Smith)
    - i. NILOA Excellence in Assessment Designation Application core team will be meeting in the coming weeks. Team members:
      - Ryan Goss
      - Gabrielle Martinez
      - Karen Frye
      - Michael Gutierrez
      - Michelle Gavin
      - Samantha Rich
  
    - b. Scoring moved to December 15 - will be in Milton Hall 81, which is reserved from 9:30-12:30
  
3. How to communicate reporting deadlines? (David Smith) - discussed multi-modal communication approach, which could include letter, Hotline announcement, postcard or flyer, sharing the timeline  
Discussed an interview approach for gathering assessment information from units and/or focusing on particular units throughout the year.

Action Item: A. Cavotta to inquire with WEAVE help desk on multiple reporting dates could be

4. Team Status Updates
  - a. Website content/redesign (Adrian & Phillip) - will need to connect with Stacey Ramirez
  - b. Newsletter/Best Practices Announcement (Gabrielle, Darrell) - Ongoing, however D. Pehr will no longer be on the committee because of changes in duties
  - c. Assessment 101 (Samantha, Michelle J., Adam, Suzanne).  
Proposed dates/times: February 16 or February 23 from 9:30 – 11:00 at the Teaching Academy
  - d. WEAVE (Carlos, Michelle G.) - discussed Maestro as a possible alternative

Action Item: S. Rich and M. Gavin to thank D. Pehr via email for service on the committee

**Upcoming Meetings:**

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

December 15, 2016 (Scoring)

January 19, 2017

February 16, 2017

March 16, 2017

April 20, 2017