

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