


College Planning & Assessment Team Meeting – **NOTES**

				<p><b>2018-19 CPAT Goals:</b></p> <ol style="list-style-type: none"> <li>1. Assessment</li> <li>2. Communication</li> </ol>			
<b>Date:</b>	January 18, 2019		<b>Chair:</b>	Matt McCoy			
<b>Time:</b>	10:00am-12:00pm		<b>Notes:</b>	Jennifer Peters			
<b>Place:</b>	BEC Board Room						
<b>Attendees:</b>	Matt McCoy	Yes	Ken Ruetters	Yes	<b>Guests:</b>		
	Betsy Julian	Yes	Eric Magidson	No	Julie Hood Gonsalves	Yes	
	Paula Simone	Yes	Seana Barry	Yes	David Dona	No	
	David Engel	Yes	Jared Forell	Yes			
	Erika Carman	Yes	Yasuko Jackson	Yes			
	JJ Shew	Yes	Brynn Pierce	No			
	Samantha Loza	Yes	<b>Support:</b>				
			Jennifer Peters	Yes			
<b>Agenda Item</b>		<b>Discussion</b>			<b>Decision/Action</b>	<b>DRP Designated Responsible Person(s)</b>	
<b>Welcome/ Housekeeping</b>		<ul style="list-style-type: none"> <li>• Matt called the meeting to order at 10am</li> <li>• No changes to the 12.14.18 CPAT meeting notes</li> </ul>				Matt/All	
<b>CPAT 2018-19 Goal Committees</b>		<p><u>CPAT Goal #1</u></p> <ul style="list-style-type: none"> <li>• Reviewed the "Assessment Pyramid"</li> <li>• Updated after last meeting and group will meet next week to discuss how to incorporate</li> <li>• Employee "leg" of the pyramid – possibly find a way to tie the goals portion of the Classified Staff Performance Review to the COCC Mission</li> <li>• Identify how <b>each</b> employee supports the College's Mission</li> </ul> <p><u>CPAT Goal #2</u></p> <ul style="list-style-type: none"> <li>• Communications subgroup                             <ul style="list-style-type: none"> <li>○ Communicate with both internal and external audiences</li> <li>○ How to communicate with various audiences</li> <li>○ What to accomplish through communications</li> <li>○ Suggestion to include outcomes in the communication plan</li> </ul> </li> </ul>				All	
<ul style="list-style-type: none"> <li>• CPAT Goal #1-Review Mission Fulfillment</li> <li>• CPAT Goal #2-Communications Plan Update</li> </ul> <p><u>Subcommittees:</u></p> <ul style="list-style-type: none"> <li>○ Webpage subcommittee:                             <ul style="list-style-type: none"> <li>✓ Share a final version 1 of the INTRA net</li> <li>✓ Share DRAFT process related</li> </ul> </li> </ul>							

	<ul style="list-style-type: none"> <li>• Webpage subgroup <ul style="list-style-type: none"> <li>○ The Strategic Planning Intranet page is now live on the web (Erika shared the page with the committee)</li> <li>○ Next steps are to improve the public Strategic Plan webpage - working with College Relations and the Promotions subcommittee</li> <li>○ Start focusing more on Assessment web pages – will be bringing recommendations to CPAT</li> </ul> </li> <li>• Promotions subgroup <ul style="list-style-type: none"> <li>○ Taking suggestions from the last CPAT meeting, and also meeting with College Relations, group is recommending a tagline of “our community, our college, our future”</li> <li>○ Use the COCC Strategic Plan logo for external communications</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Matt will post a notice on Headlines that the COCC Intranet webpage is up and running</li> </ul>	
<b>Mapping/Documenting Overall Assessment</b>	Mapping/Documenting Assessment topic will be tabled for discussion at the next CPAT meeting		Brynn
<b>2018-23 SP Implementation</b> <ul style="list-style-type: none"> <li>• Review/discuss SP Initiative Assessment Plans</li> <li>• Important Dates <ul style="list-style-type: none"> <li>○ January 8 to 18 - CPAT reviews Initiative Assessment Plans</li> <li>○ February 6 to 15 - CPAT reviews prioritized SP activities</li> </ul> </li> </ul>	<u>SP Initiative Assessment Plans</u> <ul style="list-style-type: none"> <li>• Plans were circulated to CPAT and PAT</li> <li>• Note that the Assessment Plans are in PRELIMINARY DRAFT format</li> <li>• Work in progress</li> <li>• Updates were provided by members of each Goal Work Group</li> </ul>		All
<b>Other Items</b> <ul style="list-style-type: none"> <li>• Next meeting: Fri, February 15, 10am-12pm, BEC Board Room</li> </ul>	Meeting was adjourned at 11:10am.		Matt