


CENTRAL OREGON COMMUNITY COLLEGE

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

	<p>2018-19 CPAT Goals:</p> <ol style="list-style-type: none"> Assessment Communication
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Date:	October 19, 2018	Chair:	Matt McCoy
Time:	10am-12pm	Notes:	Jennifer Peters
Place:	BEC Board Room		

Attendees:	Matt McCoy	Yes	Ken Ruetters	Yes	Guests:	
	Betsy Julian	Yes	Eric Magidson	No	Julie Hood Gonsalves	Yes
	Paula Simone	Yes	Seana Barry	No		
	David Engel	No	Jared Forell	Yes		
	Erika Carman	Yes	Yasuko Jackson	Yes		
	JJ Shew	Yes	Brynn Pierce	Yes		
	Samantha Loza	No	Support:			
			Jennifer Peters	Yes		

Agenda Item	Discussion	Decision/Action	DRP <i>Designated Responsible Person(s)</i>
Welcome/ Housekeeping	<ul style="list-style-type: none"> Matt called the meeting to order at 10am No changes to the 9.21.18 CPAT meeting notes 		Matt/All
Confirm CPAT Goals for 2018-19	<ul style="list-style-type: none"> 2018-19 CPAT goals were reviewed and minor edits were made. SEE: 2018-19 CPAT Goals as of 10.19.18 See discussion points below for updates 		
CPAT 2018-19 Committees	<p>Updates were provided on the CPAT Goals and Small Group Subcommittees:</p> <p><u>Goal #1 – Assessment</u></p> <ul style="list-style-type: none"> Previously met – the subgroup does not think that it should solely be their responsibility to “develop a process” for the inventorying of activities and also “define and document” mission fulfillment After CPAT discussion the wording was changed to “Assist the college to define and document how mission fulfillment is achieved and develop a process for inventorying college assessment activities.” <p><u>Goal #2 – Communication</u></p> <ul style="list-style-type: none"> Subgroup will be meeting soon 		

	<ul style="list-style-type: none"> • Look to College Relations for guidance on developing a communication plan • After discussion it was decided that the second sentence of this goal was more “implementing” and belonged under the <i>Implementation</i> section of the goal <p><u>Planning & Assessment Webpages Committee</u></p> <ul style="list-style-type: none"> • The committee presented a document to CPAT that outlined proposed recommendations to CPAT committee webpages and the College Planning and Assessment related webpages SEE: CPA Webpage Review as of 10.19.18 • Two specific questions for CPAT <ol style="list-style-type: none"> 1) Does “Accreditation” need to be on the left menu navigation? <i>CPAT recommends leaving it there for now</i> 2) Where should the SP Goal Leads and Goal Work Group implementation information live on the web? Group folder or intranet? <i>CPAT suggests leaving it in the CPAT group folder on the N: drive</i> <p><u>Strategic Plan Promotions Committee</u></p> <ul style="list-style-type: none"> • Subgroup has communicated electronically and will be meeting soon • Will be looking for guidance on budget, timeline, product, etc 		
<p>Strategic Plan (SP) Implementation Update</p> <ul style="list-style-type: none"> • Goal Lead/Goal Work Group Recent Activity • SP Implementation Calendar + CPAT responsibilities • Important Dates: <ul style="list-style-type: none"> ○ By 10/12: Communication to College re: SP Goal Work Groups ○ 11/01: Receive SP Prioritized Initiatives by Goal ○ 11/2 to 11/8: Review all 13 SP Prioritized Initiatives and provide feedback to Goal Leads 	<p><u>Goal Lead/Goal Work Group Recent Activity</u></p> <ul style="list-style-type: none"> • GLs and GWGs are working to prioritize the initiatives within their goal area • Will have prioritized list of initiatives to CPAT at the 11.1.18 CPAT meeting • Will present to P/PAT at their next meeting <p><u>SP Implementation Calendar + CPAT responsibilities</u></p> <ul style="list-style-type: none"> • The calendar was reviewed with CPAT • See “Important Dates” in the left column for upcoming important dates for CPAT • Question: who communicates out to the College? A decision will be made at the next GL meeting • “Heads-up” that reviewing the 13 SP Prioritized Initiatives by CPAT and providing feedback to GLs will need to be done electronically 		All
<p>Other Items</p> <ul style="list-style-type: none"> • Next meeting: Friday, November 16, 10am-12pm, BEC Board Room 	<ul style="list-style-type: none"> • Small groups may meet before the next CPAT meeting and/or continue to discuss electronically 		All