


College Planning & Assessment Team Meeting – NOTES

				<p>2018-19 CPAT Goals: 1. Assessment 2. Communication</p>			
Date:	December 14, 2018		Chair:	Matt McCoy			
Time:	9am-11am		Notes:	Jennifer Peters			
Place:	BEC Board Room						
Attendees:	Matt McCoy	Yes	Ken Ruetters	Yes	Guests:		
	Betsy Julian	Yes	Eric Magidson	Yes	Julie Hood Gonsalves	Yes	
	Paula Simone	Yes	Seana Barry	Yes	David Dona	No	
	David Engel	No	Jared Forell	Yes			
	Erika Carman	Yes	Yasuko Jackson	Yes			
	JJ Shew	Yes	Brynn Pierce	Yes			
	Samantha Loza	Yes	Support:				
			Jennifer Peters	Yes			
Agenda Item		Discussion			Decision/Action	DRP Designated Responsible Person(s)	
Welcome/ Housekeeping <ul style="list-style-type: none"> 11.16.18 CPAT Meeting Notes 		<ul style="list-style-type: none"> Matt called the meeting to order at 9am No changes to the 11.16.18 CPAT meeting notes 				Matt/All	
Strategic Plan Implementation Update <ul style="list-style-type: none"> GL/GWG Recent Activity Status of Prioritized Initiatives SP Implementation Calendar + CPAT responsibilities Important Dates: <ul style="list-style-type: none"> 12/13-Initiative Assessment Plans due from GWG's 12/14-GL's review Initiative Assessment Plans Early January-CPAT reviews Initiative Assessment Plans 		<u>GL/GWG Recent Activity:</u> <ul style="list-style-type: none"> Status/updates were provided for each Goal by each of the Goal Leads that were present <u>Status of Prioritized Initiatives:</u> <ul style="list-style-type: none"> President Metcalf has posted to Headlines the chart that shows the 13 strategic initiatives – that includes the five that are prioritized for Year 1 (2018-19) focus <u>Implementation Calendar:</u> <ul style="list-style-type: none"> Couple of updates to the calendar were highlighted Goal Leads will be reviewing the Initiative Assessment Plans at a meeting later today Once the Goal Work Groups start looking at Activities it would be good to have them report out to CPAT 				All	

<p>CPAT 2018-19 Committee Report Out</p> <ul style="list-style-type: none"> • Planning & Assessment Webpages • Promotion • Communication • Assessment 	<p><u>Planning & Assessment Webpages:</u></p> <ul style="list-style-type: none"> • Group has been meeting to work on web pages • Working on building out an INTRANet webpage – prepare for January release • Recommend a standardized template for each goal • Craft introductory text to make it more relevant to faculty and staff <p><u>Promotions:</u></p> <ul style="list-style-type: none"> • Group has met with College Relations • Might need assistance from an outside designer to help work on new logo <p><u>Communications:</u></p> <ul style="list-style-type: none"> • Previously met to work on determining the goal, audience, message and timeframe • Will be meeting soon to continue working on developing a communication plan <p><u>Assessment:</u></p> <ul style="list-style-type: none"> • Group has been focusing on developing a process to help define and document how mission fulfillment is achieved • Presented a “pyramid” design that shows how accreditation and other forces influence the goal • Will continue to discuss with CPAT how mission fulfillment is achieved 		All
<p>Other Items</p> <ul style="list-style-type: none"> • Next meeting: Fri, January 18, 10am-12pm, BEC Board Room 			