

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



- 2018-19 CPAT Goals:**
- 1. Assessment**
 - 2. Communication**

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| | | Chair: Matt McCoy | | | | |
| Time: | February 15, 2019 | Notes: Jennifer Peters | | | | |
| Place: | 10:00am-12:00pm | | | | | |
| 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 | Yes | Jared Forell | No | Glenda Lantis | Yes |
| | Erika Carman | Yes | Yasuko Jackson | Yes | Michael Murphy | Yes |
| | JJ Shew | Yes | Brynn Pierce | Yes | | |
| | Samantha Loza | Yes | Support: Jennifer Peters | Yes | | |
| Agenda Item | | Discussion | | | Responsible Party | |
| Welcome/Housekeeping | | <ul style="list-style-type: none"> • Meeting was called to order at 10am • No changes to the 1.18.19 meeting notes • Goal Leads updates was added as an additional item to the agenda – under Goal #2-Communications | | | Matt/All | |
| CPAT 2018-19 Goal Committees | | <u>Goal #1 Update</u> <ul style="list-style-type: none"> • Mission Fulfillment Pyramid was reviewed • Discuss “clearing house” activity <ul style="list-style-type: none"> ✓ Building a timeline of all the cycles ✓ What information should be tracked ✓ Where should information be housed ✓ What is the frequency ✓ Who performs the work • Structure of reporting – all plans on the same timeline • What is CPAT’s role • Looking for trends <ul style="list-style-type: none"> ✓ Perhaps College Affairs, Academic Affairs and Student Affairs report at the end of the year to CPAT “trends” that they may have seen through the year ✓ Trends that may be surfacing from AURs and APRs ✓ Trends for assessment feeding into reviews, plans, etc for CPAT to use in helping to define the college’s mission | | | All | |
| <ul style="list-style-type: none"> • CPAT Goal #1 – Review Mission Fulfillment Pyramid <ul style="list-style-type: none"> ✓ Mapping/Documenting Overall Assessment • CPAT Goal #2 – Communications Plan Update <ul style="list-style-type: none"> ✓ Communications ✓ Marketing ✓ Webpage | | | | | | |

- After discussion, CPAT decided that the timelines for master plans, reports, etc should be staggered according to the report's timeline
- Consider other methods for delivering reports, e.g. – video presentation, etc

Goal Leads Reports:

Community Enrichment (Glenda Lantis):

- Working with the Goal Work Group
- Have prioritized Strategic Planning Initiatives
- Working on Assessment Plans
- Working on identifying and prioritizing activities

Student Experience (Michael Murphy):

- Working with the Goal Work Group
- Identified activities for the 2018-19 fiscal year
 - ✓ Develop a white paper with results of a SWOT analysis of the branch campuses
 - ✓ Utilize northern campus specific student focus groups to collect data on student experiences
- Created a list of proposed activities for 2019-23
- Goal Work Group will meet weekly for the next 4 months to continue work

Student Success (Betsy Julian & Seana Barry):

- Working with the Goal Work Group
- Writing metrics for initiatives
- Determining activities

Institutional Efficiency (Brynn Pierce & Erika Carmen):

- Working with the Goal Work Group
- Finished prioritizing activities
- Broke the work group into two groups – assessment and activity
- Finished putting assessment together

Webpage:

- Group met, including Julie Hood Gonsalves, who provided assessment feedback
- Recommendations to the Assessment webpage were distributed to CPAT
- Bulk of recommendations are around the Administrative area's assessment webpage

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| | <ul style="list-style-type: none"> • Recommend general overview of the AUR process for public audience with all reports posted on the intranet • Recommend building similar structure to mirror APR <p><u>Marketing:</u></p> <ul style="list-style-type: none"> • Group worked with College Relations to help design a brand or logo for the Strategic Plan • Samples were distributed to CPAT – different variations of public facing logo and internal facing | |
| <p>2018-23 SP Implementation – Important Dates</p> <ul style="list-style-type: none"> • 2/15 – Prioritized list of activities from each GWG complete • 2/22 – GLs review and vet list of activities for all four goals • 2/25 – Send PAT and CPAT prioritized list of activities for review (also posted to College community) • 2/25 to 3/1 – CPAT discussions prioritized activities (electronic feedback) • 3/4 – P/PAT review/approve list of prioritized activities • 3/22 – Initiative Assessment Plans v.2 complete for Presidential Endorsement (received by CPAT as information item) | | All |
| <p>Other Items - Meeting schedule</p> <ul style="list-style-type: none"> • Next meeting: Friday, March 15, 10am-12pm, BEC Board Room | | All |