

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



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

<b>Time:</b>		April 19, 2019		<b>Chair:</b>		Matt McCoy	
<b>Place:</b>		BEC Board Room		<b>Notes:</b>		Jennifer Peters	
<b>Attendees:</b>	Matt McCoy	Yes	Ken Ruettggers	Yes	<b>Guests:</b>		
	Betsy Julian	No	Eric Magidson	Yes		Julie Hood Gonsalves	Yes
	Paula Simone	Yes	Seana Barry	Yes		Ron Paradis	Yes
	David Engel	No	Jared Forell	Yes			
	Erika Carman	Yes	Yasuko Jackson	No			
	JJ Shew	Yes	Brynn Pierce	Yes			
	Samantha Loza	Yes	<b>Support:</b> Jennifer Peters	Yes			
<b>Agenda Item</b>			<b>Discussion</b>				<b>Responsible Party</b>
<b>Welcome/Housekeeping</b> <ul style="list-style-type: none"> <li>3.15.19 CPAT Meeting Notes (Action)</li> <li>Strategic Plan Implementation Update</li> </ul>			<ul style="list-style-type: none"> <li>Meeting was called to order at 10:05am</li> <li>There were no changes to the 3.15.19 meeting notes</li> </ul> <u>SP Implementation</u> <ul style="list-style-type: none"> <li>Goal Work Groups (GWGs) are moving forward – possible minor word changes</li> <li>Working on Initiative Assessment Plans</li> </ul>				All
<b>Accreditation Update</b>			<ul style="list-style-type: none"> <li>Distributed the 2020 Standards for Accreditation Document and the Preparation of Year 7 Self-Study Report &amp; Visit matrix</li> <li>Year 7 visit will be in April 2020</li> <li>Previously five standards – now two standards</li> <li>COCC will most likely be one of the first institutions to be reviewed under the new standards</li> </ul>				Brynn
<b>CPAT 2018-19 Goals - Current Status and Outcomes</b> <ul style="list-style-type: none"> <li>CPAT Goal #1 – Assessment: Assist the College in defining and documenting how mission fulfillment is achieved and develop a process for inventorying college assessment activities.</li> <li>CPAT Goal #2 – Communication: Develop and implement a communication plan covering College planning and assessment.</li> </ul>			<u>Goal #1 – Assessment</u> <ul style="list-style-type: none"> <li>Updated the Mission fulfillment pyramid</li> <li>Helpful to have a narrative to go along with the pyramid to provide explanation</li> <li>This goal relates to the accreditation process</li> <li>Referencing Section 1.B.4 of the Standards for Accreditation – <i>"The institution monitors its internal and external environments to identify current and emerging patterns, trends, and expectations....."</i> -</li> </ul>				All

	<p>need to identify how we are measuring this and are we showing that we are using the information towards our Strategic Plan</p> <ul style="list-style-type: none"> <li>• Where are we identifying trends and how are they being used</li> <li>• Who are responsible parties</li> <li>• Perhaps CPAT becomes the “filter”</li> </ul> <p><u>Goal #2 – Communication</u></p> <ul style="list-style-type: none"> <li>• Communications subgroup met</li> <li>• Looked at the structure of the draft communication plan</li> <li>• Discussed what would be the products/messages and how they would be communicated</li> <li>• Look at external and internal audiences and design messages accordingly</li> <li>• Important to coordinate messaging with College Relations</li> <li>• Present at All College meetings and possibly other regularly scheduled meetings (department, Chairmoot, etc)</li> <li>• Need large poster with limited narrative for the SP</li> <li>• Create a calendar with key dates</li> <li>• Other “swag” – further discussion at May meeting</li> </ul>	
<b>2019-20 CPAT Membership</b>	There was discussion about the membership of the committee for the 2019-20 year – who’s rotating off and who’s staying	All
<b>CPAT Summer Retreat</b>	<ul style="list-style-type: none"> <li>• Half-day retreat late July or August</li> <li>• To be held at a facility off campus</li> <li>• Invite GLs to provide updates</li> <li>• Possible agenda items: <ul style="list-style-type: none"> <li>✓ Set goals for coming year</li> <li>✓ EOY summary</li> <li>✓ Year-round calendar</li> <li>✓ Assessment update (AUR, APR, SLO, Accreditation, etc)</li> <li>✓ Content for possible use at Fall Kick Off event</li> </ul> </li> </ul>	All
<b>2018-23 SP Implementation – Important Dates</b> <ul style="list-style-type: none"> <li>• 5/10-17: 2018-23 Strategic Plan language changes (information item)</li> <li>• 5/24-31: Initiative Assessment Plans v.2 complete (information item)</li> </ul>		Brynn/All
<b>Other Items</b> – Meeting schedule <ul style="list-style-type: none"> <li>• Next meeting: Friday, May 17, 10am-12pm, BEC Board Room</li> </ul>		All