

College Planning & Assessment Team Meeting - NOTES



2018-19 CPAT Goals:

1. Assessment
2. Communication

		June 7, 2019		Chair: Matt McCoy	
Time/Place:		10:00am-12:00pm/CCC-116		Notes: Jennifer Peters	
Attendees:	Matt McCoy	Yes	Ken Ruettggers	Yes	Guests:
	Betsy Julian	Yes	Eric Magidson	Yes	Julie Hood Gonsalves
	Paula Simone	No	Seana Barry	Yes	David Dona
	David Engel	No	Jared Forell	Yes	Jerry Schulz
	Erika Carman	Yes	Yasuko Jackson	Yes	Michael Murphy
	JJ Shew	Yes	Brynn Pierce	Yes	Glenda Lantis
	Samantha Loza	Yes	Support: Jennifer Peters	Yes	Alicia Moore
Agenda Item			Discussion		Responsible Party
Welcome/Housekeeping <ul style="list-style-type: none"> • 4.19.19 CPAT Meeting Notes (Action) 			<ul style="list-style-type: none"> • Meeting was called to order at 10:10am. • There were no edits to the 4.19.19 meeting notes 		All
CPAT Goal #1 <ul style="list-style-type: none"> • Assessment: Assist the College in defining and documenting how mission fulfillment is achieved and develop a process for inventorying college assessment activities. <ul style="list-style-type: none"> ➢ Accreditation ➢ CPAT's Role ➢ Who owns Mission Statement 			<ul style="list-style-type: none"> • An update was provided on changes to the accreditation process • CPAT will most likely play an important role in accreditation • Mission Fulfillment Pyramid – lines have been removed to show feedback “flowing” in both directions • Possibly need to assess goals to see how they “provide quality, accessible, lifelong educational opportunities” 		Betsy/ All
CPAT Goal #2 <ul style="list-style-type: none"> • Communication: Develop and implement a communication plan covering College planning and assessment. <ul style="list-style-type: none"> ➢ AUR Webpages ➢ Swag ➢ Year End Report 			<u>Swag</u> <ul style="list-style-type: none"> • There was a discussion on COCC “branding” and what kind of “swag” we might want to invest in • Logo or branding depends on who’s the targeted audience (internal/external), the item it’s being put on, low cost – high impact, etc • <u>Some suggestions from CPAT:</u> <ul style="list-style-type: none"> ➢ Cocktail napkins-Year Rounders BBQ, Fall Kick Off, etc ➢ Stickers *** (very popular – low cost) ➢ Hydroflask (expensive – use as winning prize) ➢ Shopping bag, lunch bag, laptop bag 		Brynn/ Yasuko/ Erika All

	<p><i>A group of visiting highschool students were invited into the room and asked to share their ideas on the type of swag they would like to see</i></p> <ul style="list-style-type: none"> • Rubber bracelets • Sweatshirts • Long sleeved t-shirts • Headbands • Socks (high quality) • Lanyards • Stickers *** • Beanies • Posters • Calendars <p><u>AUR (Administrative Unit Review) Webpages</u></p> <ul style="list-style-type: none"> • Subcommittee met and finished the review of the Assessment webpages • AUR folder established on the N: drive • Shared a document with their recommendations (see: College Planning & Assessment Webpage Recommendations) • Need content for the Institutional Assessment webpage <p><u>Year End Report (YER)</u></p> <ul style="list-style-type: none"> • Work that was done over the year on the webpages will provide good content for the YER • Report will be developed after the end of this academic year <p><u>Goal Leads</u></p> <ul style="list-style-type: none"> • Updates on the work being done by the Goal Work Groups were provided by the Goal Leads 	
CPAT Summer Retreat	<ul style="list-style-type: none"> • Erika will follow up with Matt and Betsy on a possible team building activity • Eric will bring Crème Brulee for dessert 	All
CPAT Membership	Names were brought forward as recommendations to the President for new CPAT members to represent faculty, administrative and classified staff	Matt/ All
<p>2018-23 SP Implementation – Important Dates</p> <ul style="list-style-type: none"> • 5/10-17: 2018-23 Strategic Plan language changes (information item) • 5/24-31: Initiative Assessment Plans v.2 complete (information item) 		Brynn/ All
<p>Other Items – Meeting schedule</p> <ul style="list-style-type: none"> • Next meeting: Friday, June 21, 10am-12pm, BEC Board Room 		All

