

CENTRAL OREGON COMMUNITY COLLEGE
College Planning & Assessment Team Fall Retreat – NOTES

2018-19 CPAT Goals: TBD

Date:	August 20, 2018		Chair:	Matt McCoy		
Time:	12:00-5:00pm		Notes:	Jennifer Peters		
Place:	Chandler Labs, Room 301					
Attendees:	Matt McCoy	Yes	Ken Ruettggers	Yes	Guests:	
	Betsy Julian	Yes	Eric Magidson	Yes	Patty Hammer	No
	Paula Simone	Yes	Seana Barry	Yes	Denise Hatch	Yes
	David Engel	Yes	Jared Forell	Yes	Glenda Lantis	Yes
	Erika Carman	Yes	Yasuko Jackson	No	Shirley Metcalf	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 (5 min) Working Lunch <ul style="list-style-type: none"> CPAT Charge N: drive 		Matt called the retreat to order at 12pm <ul style="list-style-type: none"> Reviewed the CPAT charge and membership SharePoint was suggested to be used as a mechanism for sharing documents, etc 			Matt	
Readiness Survey (10 minutes)		<ul style="list-style-type: none"> Betsy reviewed the Readiness Survey summary results – measurement to be used to help gauge the College’s readiness for change, initiatives, etc – in this case the Strategic Plan <ul style="list-style-type: none"> Indicates the college is high in the areas of collaboration and engagement Lowest areas are culture and organizational discipline COCC’s numbers are very similar to other institutions Important to link the college’s investments to Strategic goals 			Betsy/ Brynn	
Transitioning CPAT Roles (120 min) <ul style="list-style-type: none"> CPAT Role Shifting from “a” to “A” Accreditation Role 		<u>CPAT Role</u> <ul style="list-style-type: none"> CPAT role started out as a planning group Later added “assessment” Need alignment with efforts across campus 			All	

<ul style="list-style-type: none"> • Linking to Existing 5-Core Themes & Mission • AUR Involvement 	<ul style="list-style-type: none"> • Going forward – more emphasis on assessment • Possible audience that assessment is taking place for – colleagues, investors (donors, taxpayers, students, community partners), students, Legislators, Governor, feds, ourselves (for our own use), accreditors, parents, prospective students, secondary education and university partners, etc <p><u>Accreditation Role</u></p> <ul style="list-style-type: none"> • Approaching the 7-year accreditation cycle • Visit is spring 2020 but this is the year we go through the process of looking internally and writing up the report that will be used for the visit • CPAT will play an important role in this since CPAT is the institutional assessment group • One of the biggest aspects of accreditation is Mission fulfillment and CPAT helps to determine how well we are fulfilling our Mission • Betsy distributed the NWCCU (Northwest Commission on Colleges & Universities) Standard #1-Mission and Core Themes document which is the accretor’s area of major focus (click HERE for the document) <p><u>Linking to Existing 5-Core Themes & Mission</u></p> <ul style="list-style-type: none"> • Previously had four themes for accreditation – Basic Skills, Transfer & Articulation, Workforce Development and Lifelong Learning • Added a fifth theme for the 2013-18 Strategic Plan – Institutional Sustainability which was actually the Board’s goals • The 2018-23 SP is more operational in focus and planning for the College <p><u>AUR Involvement (how should CPAT be involved)</u></p> <ul style="list-style-type: none"> • AUR = Administrative Unit Review • CPAT to play a small role in the beginning • CPAT’s role is not assessing but communicating the assessment that’s already been done • CPAT to be the “clearing house” for information (need to define clearing house) • Use CPAT at an institutional level – possibly develop templates, calendars, etc • Look to APR for guidance 		
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	<ul style="list-style-type: none"> Consider what the team might do to promote the concept of assessment and how best to share that information 		
Goal Work Group Charge (10 min)	<p>CPAT reviewed the Goal Work Group Charge</p> <ul style="list-style-type: none"> Did not endorse the title "Group of 8" for the Goal Chairs and Vice-Chairs <ul style="list-style-type: none"> Too ambiguous, posse, related to G7? Suggested changing the name "Group of 8" to "Goal Leads" 	<ul style="list-style-type: none"> Goal Chairs/Vice-Chairs Group of 8 will now be called Goal Leads 	Matt/ All
Matrix Review (35 min)	CPAT discussed the Responsibilities Matrix and made minor edits		Matt/ All
Update from G8 Work Sessions (20 min)	<p>An update was provided to CPAT on the work that the Goal Chairs/Vice-Chairs Group of 8 (now to be called) Goal Leads has been doing</p> <ul style="list-style-type: none"> Meeting 1x/week through September Working on Goal Work Group (GWG) membership Discuss steps to be used in recruiting content experts Developing a process for identifying and prioritizing activities 		Matt/ All
Developing CPAT Annual Goals (60 min)	<p>Matt led an exercise to identify 2018-19 CPAT Goals</p> <p><u>2018-19 CPAT Draft Goals:</u></p> <ul style="list-style-type: none"> Develop CPAT's role in assessment including inventorying college assessment activities, determining Mission fulfillment and accreditation Establish assessment structure and framework with standardized tools/technology Develop communications plan and implementation 		Matt/ All
Promoting the Strategic Plan (10 min)	A small group is needed to devote time to identify tools that might be used to help develop the marketing for the 2018-23 Strategic Plan	Matt will send out an email	Matt/ All
Word Cloud (15 min)	Betsy conducted a "word cloud" exercise to help confirm CPAT's 2018-19 goals		Betsy/ All
<p>Other Items</p> <ul style="list-style-type: none"> Promoting the Strategic Plan Meeting Schedule <ul style="list-style-type: none"> Next meeting: Friday, September 21, 10am-12pm, BEC Board Room 			All