

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

2018-19 CPAT Goals: TBD

Date:	September 21, 2018		Chair:	Matt McCoy			
Time:	3:00-5:00pm		Notes:	Jennifer Peters			
Place:	BEC Board Room						
Attendees:	Matt McCoy	Yes	Ken Ruettgens	No	Guests:		
	Betsy Julian	Yes	Eric Magidson	Yes	Julie Hood Gonsalves	Yes	
	Paula Simone	Yes	Seana Barry	No			
	David Engel	Yes	Jared Forell	Yes			
	Erika Carman	Yes	Yasuko Jackson	No			
	JJ Shew	Yes	Brynn Pierce	Yes			
	Samantha Loza	No	Support:				
			Jennifer Peters	Yes			
Agenda Item		Discussion			Decision/Action		DRP <i>Designated Responsible Person(s)</i>
Welcome/ Housekeeping (10 min) <ul style="list-style-type: none"> 8.20.18 CPAT Retreat Notes (Action) Review SP Web Page (Information) 		Matt called the meeting to order at 3pm <u>8.20.18 CPAT Retreat</u> <ul style="list-style-type: none"> No changes to the 8.20.18 CPAT Retreat Notes Summary of activities from the retreat: <ul style="list-style-type: none"> Identified three goal areas Betsy distributed the “word cloud” with the 2018-19 CPAT Goals that was created at the retreat The word cloud will be added electronically to the CPAT folder on the N: drive Readiness Survey – shared with the Board at their retreat, they recommend implementing the survey again at the end of the year to see if the “needle has moved” <u>SP Web Page</u> <ul style="list-style-type: none"> Looking for 2-3 people to review the web page offer suggestions to CPAT on possible improvement – could be content, design, linkage, etc 					Matt/All
CPAT 2018-19 Goals (90 minutes)		<u>CPAT 2018-19 Draft Goals</u>					

<ul style="list-style-type: none"> Discuss/confirm CPAT Goals for 2018-19 (Action) 	<ul style="list-style-type: none"> The three draft CPAT goals that were generated at the CPAT retreat were distributed A lengthy discussion around the goals ensued and the committee decided on two goals for 2018-19: Assessment and Communication After further discussion, committee members, and others, were assigned to “small groups”: <u>Goal #1 – Assessment</u> Paula Simone (Chair) Betsy Julian JJ Shew <u>Goal #2 – Communication</u> Matt McCoy (Chair) David Engel Ken Ruetters Brynn Pierce Ron Paradis or Aimee Metcalf <u>Strategic Plan Promotions Committee</u> Jared Forell (Chair) Seana Barry Sam Loza Lora Szaraniec <u>Planning & Assessment Webpages Committee</u> Erika Carman (Chair) Yasuko Jackson Eric Magidson Brynn Pierce 		
<p>Strategic Plan Promotion (5 min)</p> <ul style="list-style-type: none"> Identify small work group (Action) 	See above		All
<p>Strategic Plan (SP) Implementation Update (20 min)</p> <ul style="list-style-type: none"> SP Responsibility Matrix (Information) Goal Lead/Goal Work Group Recent Activity (Information) SP Implementation Calendar + CPAT responsibilities (Information) Set frequency of SP Initiative Reports (Action) 	<ul style="list-style-type: none"> Goal Leads (GL) and Goal Work Group (GWG) Charges have been finalized and approved Responsibilities Matrix has been finalized and approved GWG membership has been defined and is going to the President for her approval and invitation <p>CPAT was asked how they wanted the Goal Leads to communicate to them and the frequency</p> <ul style="list-style-type: none"> Written reports submitted to CPAT for review 		All

	<ul style="list-style-type: none"> • Keep an open line item on CPAT agendas for Goal Leads • CPAT will ask the Goal Leads to come to CPAT meetings as needed • Review other presentations or ask other assessment areas to come to CPAT and present • Goal Leads will develop a template for the SP Initiative Reports • CPAT decided that the frequency for the SP Initiative Reports would be eight months (October – May) 		
Other Items <ul style="list-style-type: none"> • Meeting schedule <ul style="list-style-type: none"> ○ Next meeting: Friday, October 19, 10am-12pm, BEC Board Room 	<ul style="list-style-type: none"> • Small groups may meet before the next CPAT meeting 		All
Future Items			