AGENDA W/ Meeting Notes
Tuesday, September 1, 2015
10:30am-12noon
MSC 3rd Floor Student Organization Conference Room

Meeting led by Gary Manka

In Attendance: Gary, Diane, Jen, Cara, Andy, Mathew, and Morgan
I.      Review Workshop Agenda
          A. Index cards may not be practical depending on crowd size.
Committee decided to use index cards regardless of crowd and that we would have an entry for emails in order to respond to all questions either during or after the workshop.
          B. Dyads may work better
Dyads or small group interaction to be used in Section III of Workshop Agenda
          C. Workshop time is 10:30am – 12noon on Tuesday, September 29.
          D. All PAT members should be on the panel
Confirmed w/ committee members
          E. Is this a training session and a workshop? What is our intent?
Workshop with audience interaction
          F. Breakout session with one good example and then have audience                     review a fictitious plan or two and offer feedback or possible                          corrections. - Confirmed
II.      Update Data Resource List
Section II was tabled until next month’s meeting (after the professional development workshop has been conducted)
          A. What are the commonalities?
          B. Create a Spreadsheet
III.     Discuss Dashboard Goals and Alignments –
Section III was tabled until next meeting
IV.     Charlene’s Role – PAT does not have access to her. She will focus on 5 areas      and provide one training session. – Confirmed with committee members
V.     Decide our future meeting schedule for PAT – frequency/Times will remain      the same and stay on our calendars. - Meet bi-weekly through October. Begin Monthly meetings in November. Revisit Spring meeting schedule in early January. Keep current bi-weekly meeting schedule on our respective Outlook calendars.
OTHER MEETING NOTES:

Workshop Agenda
I.     Why Do We Access? –Cara/Carmen (e.g. SACS, Performance-based funding, etc.)
II.     What Do We Measure? - Diane/Jennifer
III.     Examples of Outcomes Assessments (OA) Plans that Excel – Jen/Andy - 1 good plan.
IV.     Recurring Problems with OA Plans – Gary – 2 fictitious plans. Possible Dyads to determine the question - What is missing/wrong? Diane to assist.
V.     Conclusion/Questions – Al/Rachel – FAQ, Assessment Life Cycle, timelines, etc.

Index cards at door asking participants for 1 question or concern to address to audience via email. Cara will coordinate with the CSA grads.

Andy will create the PowerPoint presentation for the workshop. All material for the PowerPoint is to be given to Andy no later than September 25.

Grads may assess assessment workshop with learning outcomes (pre-post test survey).