

# Minutes

## BRISTOL COMMUNITY COLLEGE

OAC Meeting

Date: 4/6/2015

**Meeting called by:** Suzanne Buglione and Holly Pappas

**Type of meeting:** OAC Meeting

**Note taker:** Michele Lareau

**Attendees:**

**Present:** Ceit Devitto, Adrienne Foster, Rhonda Gabovitch, Johanna Duponte-Williams, Jennifer Boulay, Holly Pappas, Suzanne Buglione, Lisa Delano-Botelho, Rebecca Clark, Karl Schnapp, Jacqueline Barry, Sarah Morrell, Joanne Preston, Gloria Cabral

**Excused:** Anthony Ucci, Robert Rezendes

**Absent:** William Berardi, Sarmad Saman, Patricia Dent

Agenda Item	Comments	Action Required	Due Date
I. Review of Minutes	Review of Minutes 2/23/15 Moved Adrienne Foster to "Present" Moved Lisa Delano-Botelho to "Excused" Pg. 1 AMOCCOA changed to AMCOA Approved Suzanne, Rhonda, all	Michele corrected and posted minutes to R shared file CTL – OAC Minutes	5/05/2015
II. AMCOA activities (see 3/19 email from Jenn Boulay for info and links to register) a. Annual AMCOA conference, Friday, April 24, 8 AM – 3:30 PM at Holiday Inn, Boxborough b. Regional workshop on critical thinking, Wednesday May 20, noon-3:45 PM at Massasoit	Conference coming Boxborough 4/24 Pilot work – Multi-state Collaborative Regional – limited stipends available See Jenn Boulay e-mail for information  Speaker Peter Taylor, UMASS Boston  Both – register by link - stipend attached  Angie O'Brien – selected to be panelist State wide- Focused on workshops Surveys going out in the Spring Assessing process Meeting in May		

<p><b>III. Report from State Task Force on Assessment (any news?) – Rebecca Clark</b></p>			
<p><b>IV. Gen Ed Assessment</b>  <b>a. Discussions started with a couple of subcommittee meetings</b>  <b>b. Gen ED assessment plans in Dropbox – let Karl know if you would like access (and to help us read over and take notes)</b></p>	<p>Sub group – starting task on process</p> <ul style="list-style-type: none"> <li>- Looking at competencies for alignment with LEAP rubrics</li> <li>- Several are reviewing Gen Ed plans</li> <li>- Dropbox for notes to see what others are working on</li> </ul>		
<p><b>V. NEASC Task Force on Assessment</b>  <b>a. Distribution of workload between two groups – how should groups coordinate?</b>  <b>b. What are the questions we’d like them to address; what info needs to be collected; what policies need to be established; process going forward towards institutional assessment plan</b></p>	<p>Many of the same people on both groups  NEASC –seems to be getting into details</p> <ul style="list-style-type: none"> <li>- Now working on Gen Ed assessment plan</li> <li>- Need to delineate clear responsibilities</li> <li>- OAC’s role is Governance: NEASC group’s policy</li> </ul> <p>Questions go back to systems  NEASC - what is our system of assessment  OAC - to implement</p> <p>IE Perspective  Creating an institutional assessment</p> <ul style="list-style-type: none"> <li>- Structured assessment plan and its components</li> <li>- Student level</li> <li>- Program level</li> <li>- Institutional level</li> </ul> <p>Start conversation on how assessment affects us all  Many areas don’t have information</p> <ul style="list-style-type: none"> <li>- Put information out on what is going on</li> <li>- Keep it current</li> <li>- Reflect all areas of the college</li> <li>- How is it shared as well as housed</li> <li>- What is being done with information/data?</li> </ul> <p>Pull it together in one document</p>		

	<p>Will IE put this together? Meeting this month More procedural</p> <p>Is there a need for an assessment audit? Huge amount of time spent on collecting data Perkins, T3 Know that there is data and where to access it Data was not easily retrieved for reports Need more elements of data concluded</p> <ul style="list-style-type: none"> <li>- Can we use OneDrive so more can view data</li> <li>- Office 365 training</li> </ul> <p>Desirable to have chart organized by levels of outcomes Inclusion in T3 – software to purchase to be user friendly to access</p> <p>Culture – what is the culture of the institution? Its bigger than data</p> <p>Revisiting idea of OAC form: Any new initiatives</p> <ul style="list-style-type: none"> <li>- use the form to know what data to collect</li> </ul> <p>Need a set of guidelines</p> <ul style="list-style-type: none"> <li>- Does OAC review the document?</li> <li>- Optional?</li> <li>- What will be OAC's role?</li> <li>- College input?</li> </ul> <p>Get all departments thinking about assessment Student Services – CAS works well for them, not all</p> <p>NEASC define themselves</p> <p>What is OAC Committee's role (identity)</p> <ul style="list-style-type: none"> <li>- What's authority</li> <li>- Greg Sethares</li> </ul> <p>OAC charged with Gen Ed Competencies</p> <p>Proposals</p> <ul style="list-style-type: none"> <li>- Grant opportunity</li> <li>- Approx. \$2,500 due 5/1/15</li> <li>- 3 campus collaborative</li> <li>- Regional conference</li> <li>- Cape Cod and Massasoit interested in OA</li> </ul> <ul style="list-style-type: none"> <li>- Summer grant</li> <li>- College completion</li> <li>- College Participation</li> </ul> <p>How can we use this to push further</p>	<p>Suzanne to discuss at VPC on Tuesday</p>	
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	<p>Assess challenge grant - already working with Massasoit Challenge would be to collaborate with two others</p> <p>Need to review documents from NEASC &amp; OAC</p>	<p>Members to review links sent from Karl</p>	
<p><b>Observers/Guests:</b></p> <p><b>Special Notes:</b></p>	<p><b>Next Meeting: Monday, May 4, 2015 2:00-3:00pm in Room A115a</b></p>		