



Operational Assessment Committee (OAC) Meeting Minutes

Thursday, June 28, 2018
10:30 a.m. – 11:30 a.m. AC-3H10

Attendees: Mary Osborne, Nazia Naeem Claudio Lindow, Erzulie Mars, Earl Simons, Sharon Davidson, Charmaine Cruise, Anthony Davis (*in place of LaToro Yates*)

I. Introduction

Dr. Osborne introduced the committee chairs and explained her role in the committee is to serve as a support and resource. All members of the committee have received some training.

Assessment of operational units is one of the requirements for Middle States Commission on Higher Education. MSCHE has asked the institution to provide a preliminary report by March 2019 to show progress of assessment across the institution. President Keiz's announcement will include more information on MSCHE decision. At the moment, the objective is to have operational unit assessment plan, implement it and use results to make decisions and improve. Assessment has to be systematized.

II. Committee Purpose, Membership and Charge

Naeem and Lindow described the role of the committee which is to support assessment of operational units across the institution. A handout on the operational unit assessment overview that includes the draft committee charge was read for feedback. No change was recommended to the existing charge.

The list of operational units by division was shared. It includes names of committee members next to the division they represent. The role for the committee members is to serve as a resource for the divisions they belong to. Cruise shared concern that some units may already have reporting requirements such as SEEK and this will be something additional. Osborne indicated that the goal is not to add additional things but to work with existing information.

The committee will report to the Institutional Assessment Committee. Simons requested an organizational chart to indicate where the operational unit assessment committee fits. Naeem will draft this.

III. Support and Professional Development

Naeem stated that a handbook on how to do operational unit assessment is being drafted by the Office of Institutional Effectiveness; it will be shared with the committee members before the end of summer.

The committee members agreed workshops and manuals would be helpful. Mars indicated workshops to be tailored by divisions would be more productive.

Cruise said that there should be a general meeting/workshop inviting all the units to inform them that the committee will be reaching out to them to collect materials and assist with assessment. Osborne indicated that she will be meeting with the divisional heads to further communicate this.

IV. Deliverables

Work on collecting mission, goals and outcomes. Osborne will reach out to VP's to request missions and goals.

The committee members suggested using blackboard or shared drive for storing and sharing committee work documents. Content management systems can be utilized for all units to upload their mission, goals and outcomes as they come in.

Next meeting date to be announced.

V. Materials Distributed

Operational Unit Assessment Overview and unit list

Reference sheet for Mission, Goals and Outcomes

Respectfully submitted by Nazia Naeem