1) Call to order – 3pm/attendance – Joni Jordan, Rolando Gonzalez, Stephen Tootle, Amy Dwelle, Robert Urtecho, Marla Prochnow, Jared Burch, Milli Owens, Amy Vega-Pritchett, Julie Rodriguez, Larry Dutto, and Valerie Ehrlich

2) Review/Approval of minutes and recommendations from 3/1/13

3) Virtual Meeting with Dr. Robert Pacheco 300pm-350
   a) Began with introductions then a question and answer session with Dr Robert Pacheco. He shared some of his own experiences, encouraging us to view this as an opportunity. He feels he can offer access to many resources and assist us in building evidence of our changes and development of our processes.

b) Summary:
   i) RP wants to know what is the buy in problem? Is it contractual, unfunded work, or lack of understanding regarding the benefit of the OA cycle?
   ii) RP shared that Trackdat will provide outcome and assessment data, RP can help us fold this information into our website, through share point.
   iii) RP believes that the accreditation team will be looking for closing the loop, that the results are going somewhere, faculty are using the information to create changes, the college is making changes based on the data.
   iv) How do we encourage meaningful assessments, leading to planning at the course level and mapping to our programs?
   v) What can we build for victories for Spring? According to RP the definition of a program is a critical questions, however difficult to answer, as each college must take a look at what the nature of our study body. While the outcome and assessment cycle is a campus issue, it is faculty driven. Keep elements to include are
      1) Clearly defined our degrees, certificates and pathways here at COS
      2) Use the ACCJC rubric to guide us, show the process, work backwards to prove sustainability.
   vi) Thoughts on the our current college culture:
      1) Julie shared that people do not have to believe in the OA process, however we need to have them do the work and buy in will come within a few cycles.
      2) Stephen shared that we want to know that the administration is using the information generated and Joni shared that a loop is being created so that the connections between SLOs.

4) Open Issues
   a) Discussion of where to focus our energy. Please read and familiarize yourself with the information Jared brought to the meeting. Joni agree to answer Jared’s 4 questions. However we should all have an understanding of the material. Thanks Jared and Joni!!
   b) Requests and Recommendations Update – Valerie will be responsible for the submission and will resubmit our previous R/R using the new form.
   c) Valerie has accepted the position as the chairperson of RTFOA. Thanks, Valerie!!
   d) Archive/Binders/record keeping was discussed Amy D. will keep our notes, and agendas. Amy D. will distribute meeting, notes and agendas with attachments of all discussion items. *** Please contact Amy D. with questions regarding the notes and additions to the agenda. Amy D and Valerie will work closely to create the agenda to maintain our focus. Please send items for the agenda by Thursday, for your review Friday mornings.
   e) Review of the Outcome Assessment Status Update – Joni shared the information regarding department progress. Contact will be made to assess the needs of the department. Thanks Joni!!
   f) Website development – Great examples out there to work from to develop our own. Marla and Robert are taking the lead on this. Thanks!
   g) Development of weekly training sessions in outcomes assessment – We will use the information gained from contact with the departments to determine our course of action.
   h) Senate Update - Stephen, Joni, Amy – Senate will be meeting Wednesday 3/13/13, more information to follow regarding the AP/BP being created in Senate.
   i) Joni shared that we signed a contract with Trackdat and they will be putting in a 30-day implementation.
   j) Stephen shared that Don Nikkel has created a list of adjunct who can assist in input of data with previous assessment experience.
   k) Define our process, do not change it and send it to the masses.
l) Rolando shared that he is "in the trenches” experiencing the difficulty of entering all of this information and still maintaining the balance for those smaller departments who have to manage department, courses, programs, and adjuncts.

m) Questions regarding how to map courses not attached to a program map to?

5) New business

6) Action Items:
   a) Joni will request the DC give her names for an outcomes and assessment lead (ambassador) by 3/15/13.
   b) Joni will also request a list from DC of 3 needs to help complete their assessment cycles by 3/15/13.
   c) Joni will answer Jared’s 4 questions and CC us for our review and information.
   d) Joni will seek clarification - do we need to do to complete all outcomes assessment cycles
   e) Joni will start work on our Bb site, as an internal trainer for our faculty
   f) Marla and Robert will continue to work on the website and will meet with Tim Hollabuagh this week.
   g) Valerie and Joni will continue work on the "Course Outcome Progress Chart” look for an email, to be sent on Monday.
   h) Valerie will resubmit of recommendations from 3/1/13 using the new form.
   i) Valerie, Robert and Larry will continue to work with Jennifer as our ALO.

7) Adjournment

****Next RTFOA meeting: Wednesday, March 13, 2013 11-1145 PCR.
Next RTF meeting: Thursday, March 14, 2013 3-430 pm HR 133.
Next RTFOA meeting: Friday, March 15, 2013 3-5 pm JM 115.

Thank you for your dedication to the improvement to our college. Respectfully submitted: Amy Dwelle