

Committee Members	In Attendance	Minutes vote
Brett Arrington	Present	Seconded
Drew Dickey	Absent	--
Amanda Gardner (chair)	Present	Approve
Brandie Gibbs	Present	Motion to approve
Elizabeth Snyder	Present	Approve
Andy Stadler	Present	Approve
Alisha Williams	absent	--

- I. Opening
  - Call to order at 10:00 am
- II. January meeting minutes review; approved.
- III. Updates
  - Update/feedback on CAS Class & a Look at the Assessment CAS project in Weave
    - Amanda reviewed how to go through each section in the Weave project.
    - Brandie isn't doing a CAS project yet for One-Stop but is setting up the One-Stop with goals and short student surveys. Not assessing focus groups yet. Using attendance demographics and other take-aways for opportunities for change.
    - Elizabeth likes to see where others are struggling (reference to week 1 discussion). This encourages her to help others and feel like she's not the only one with these struggles. Would like to see more of this. Amanda agreed and encouraged her to start a discussion, as the class is set up so that participants can start them.
    - Andy said making time is the biggest challenge. They have set meetings for their assessment group, but they struggle with attendance.
  - Amanda: Weave is planning an update to "look & feel" of accreditation/CAS projects at the end of March. Will make it much more user-friendly. Be aware of the change coming.
  - This is the end of 3<sup>rd</sup> quarter for annual assessment (March 31) and the beginning of 4<sup>th</sup> quarter/end of year
    - Amanda showed committee the list of those whose projects are "not started", "in progress", "internal review", and "complete" status for the 2021-2022 cycle.

- Andy and Brett asked for a list of projects not completed for last year and this year to reach out and assist those who need help – Amanda will send this to the committee by Friday. Discussion about how the committee can help move the needle toward annual assessment completion.
- OAIE is meeting with SA this week to discuss SA assessment and schedule; change in leadership over assessment in SA has led to a decrease in “in progress” annual and CAS assessments.
- Call for nominations of “assessment-minded” individuals for this committee to start in July. End of term for Alisha and Brandie. Please send nominations to Amanda before next meeting.
- Ideas: What would you like to see this committee do more of?
  - Grow the CAS class; promote it more; getting feedback; mentoring CAS-ers - Elizabeth
  - More direct mentoring of offices in annual and CAS review – Brett
  - Pick top 5-10 offices to work with/mentor, then OAIE assign the rest - Brandie

#### IV. Closing

- Next meeting: April 20, 2022
- Meeting adjourned: 10:48 am