



Committee Members Present

Laury Fiorello, Bob Freeman, Amanda Gardner, Brandie Gibbs, Tanda Morrison, Taylor Ragland, Jessica Spicer, Ken Wester, Alisha Williams, and Kyle Love, OAIE GA

Meeting began at 11:30 a.m.

In lieu of a December committee meeting, the IE Committee hosted a discussion panel for departments preparing for CAS review in the spring 2020 semester.

Attendees

Amanda Johnson, Career Services; Bruce Sikes, Chancellor-Ozark campus; Gabriele Haulmark, Study Abroad; Jennifer Warren, Procurement & Risk Management; Jessica Young, Undergraduate Research

Panelists

Taylor Ragland, Tanda Morrison, Nicole Edwards, Brandy Gibbs, and Ken Wester.

The panel was given several prompt questions throughout the meeting to stimulate discussion on CAS reviews.

What advice would you give to someone just starting out the CAS review in their department?

- Brandy's advice was to establish a timeline and stick to it. Take it one step at a time and divide the steps among members conducting the review.
- Tanda said they had four members with their own part. They met frequently to review what they had and establish what evidence and data was relevant.
- Ken said to outline objects in the plan and assign evidence collectors. He later suggested to have folders that are designated for evidence that you think might be useful later on. Even if you end up not using it, you know where to find it.
- Nicole mentioned she was in an office of three conducting the review. When they had free time, they would use that to work together and review each other's work.

What was the most challenging thing about the CAS process and how did you/your department overcome it?

- Tanda said that their data collection process was an issue. Asking for evidence ahead of time helps the process run smoother.
- Ken said to take time to understand your own goals and how they align. He already does weekly reports of each division, as well as 90 day evaluations to stay current on how his department is running. These reports helped the CAS review run smoothly.
- Nicole suggested to find how these standards apply to your department. Even if there are specific CAS standards for your department, your current operations may mean that a particular standard does not apply to you.

What are the common misconceptions people have about the review process?

- Brandy said “Assessment is for the assessment office” is a misconception. It is important. The results show if you should continue what you are doing or if something needs to change. The review also allows justification for your current actions.
- Nicole suggested using WEAVE regularly for annual review also as it allows the process to be more organized and easier to follow along.

Closing suggestions from the panel:

- Nicole said Amanda helped her out throughout their review. If you get stuck, reach out for help.
- Brandy suggested to ask questions. If they are feeling overwhelmed or stuck, then to reach out to someone who has gone through the process (panelists) for clarification.
- Taylor said “think smarter, not harder”. CAS is for continuous growth so do not overcomplicate it.

Wrap-up

Amanda thanked the panelists, attendees, and committee members for their participation. She will add attendees to their CAS WEAVE project as soon as each is available. The 2019 version is not yet available in Weave for some departments, but she will send the Word document of the CAS review and the “Weave FAQ” document.

Adjournment

12:30 PM