

AOC Meeting Minutes

November 16, 2012

Attendees:

Anita Undercoffer, Beverly Cox, Birgit Monks, Carol Dickerson, Cathy Decker, Cory Schwartz, Daniel Jacobo, Erik Jacobson, Hope A Ell, Jim Fillpot, Joyce Oakdale, Kathy Lucero, Leonard Crow, Marie Boyd, Melissa Sosa, Patrick Cabildo, Sheri Guerrero, Sonia Juarez, Stephanie Moya, Susan Bishop, Tara Johnson, Teresa Hull, Theodore Younglove, Tom Vitzelio

I. Committee Updates

- A. **Moodle Team:** Beverly Cox joining this committee. Working on improved look and feel for the site. Questioned do we keep the current site, set up a new site or develop a hybrid of the old and a potential new site? Determined the need to develop an archive site/document depository or a file management system. Form will be created for each committee. Discussed how do we organize the info? What structure do we think will work best? Book format with table of contents, drop box format for each committee. Current site will be used as a document depository. Sherri will rename the site, Carol Hutte will archive documents and cleanup site, Beverly Cox will work on forms. Moodle Team will redesign a new site which needs to be user friendly and simple. Must function with current Moodle technology or Colleague or an internal infrastructure that not is dependent on one person on campus.
- B. **Committee Team:** Sent email to committee chairs requesting them to start reflecting on which standard they touch. Beverly Cox is working in conjunction with Jim Fillpot on a form for the committee chairs. Form has dropdowns to choose which standard(s) then created a spreadsheet of which standards each committee touches. Created timeline for the committees: January-send link out to committees, February-start training committees, March-information due from committees, March-start going over results. Committees will have a year to report and then we will look at the data. Work groups can be repurposed after the first year is up. The charge of the Committee Team is to gather information and train the committees on campus.
- C. **SLO:** Report due in March. Draft already done.
- D. **PSR:** Measuring institutional effectiveness .How do we get good information from writers and what kind of feedback do we give the writers. We need to give examples of the info we want and guide discussion. Should focus on institutional needs not departmental needs. Currently there is no mechanism to tract the needs. Every three years at the end of the PSR cycle add a page and keep track of the data. Evidence from the Master Plan can be a starting point, then pass it to the Resource Allocation Committee. The Resource Allocation Committee put the emphasis on planning and getting resources to those in need. PSR writers should consider depreciation of current equipment in their program review.

II. Discussion

- ACCJC training should be completed by next meeting.
- Melissa Sosa will compile a list of all AOC committee members and email the list.
- AOC committee members were urged to prep the members of any additional committees you are on to what the AOC is doing. Prepare them for the task we will be asking of them.
- Committee and Moodle Teams will work on shell of the AOC site.

Next meeting February 1, 2013 @ 9:30 am