

Project SLOPE Task Force Meeting January 24, 2018

Members Present: LeeDel Cohenour, Rhonda Hattar, Megan Hurson, Lynette Jachowicz, Tricia Johnson, Dan Lawrence, Patti Molai, David Murphy, Jo O'Brien, Kelly O'Dell, Bobby Pace, Alicia Vasquez, Tamara White

Opened with introductions and an ice breaker.

Adjunct instructors will be paid for task force meetings via VPAA Pay Authorizations and for committee work via a TAPS contract.

Established Committees:

1. **External Stakeholder Committee** Co-Chairs: Jo O'Brien and LeeDel Cohenour
 - a. Overview
 - i. Draft questions to ask as external stakeholder groups.
 - ii. Decide which stakeholders we really want to reach out to. Figure out the sample size.
 - iii. Conduct the focus groups in the community (business, school districts, etc.)
 - iv. Get results.
 - v. Data analysis. (Students will be helping with this.)
 - b. Timeframe
 - i. February: question development
 - ii. March: focus groups conducted
 - iii. April: data analysis
 - c. Members:
 - i. Bobby Pace
 - ii. Janel Highfill
2. **Internal Stakeholder** Co-Chairs: Tamara White and Tricia Johnson
 - a. Overview
 - i. Draft questions to ask internal stakeholder groups.
 - ii. Decide which stakeholders we really want to reach out to. Figure out the sample size.
 - iii. Conduct the focus groups in the community (business, school districts, etc.)
 - iv. Get results.
 - v. Data analysis. (Students will be helping with this.)
 - b. Timeframe
 - i. February: question development
 - ii. March: focus groups conducted
 - iii. April: data analysis
 - c. Members:

- i.
- 3. **Communications** – Co-Chairs: Dan Lawrence and Rhonda Hattar
 - a. Overview
 - i. Building awareness across the college about the work we're doing.
 - ii. Working to create a glossary of the common language we'll be using.
 - iii. Creating common definitions.
 - iv. Create a communications plan for the work so we can ensure regular updates and everyone on the same page.
 - b. Timeline
 - i. Feb. 28 draft of glossary of common language
 - ii. Feb. 28 draft of communications plan
 - c. Members:
 - i. Mary Meeks
 - ii. Megan Hurson
- 4. **Assessment Skill Development** Co-Chairs: David Murphy and Kelly O'Dell
 - a. Overview
 - i. Highlight holistic training opportunities for the college.
 - ii. Create a training plan for launch with training dates beginning Summer 2018.
 - iii. Develop training for faculty, instructors, and staff.
 - b. Timeline
 - i. February: highlight training opportunities
 - ii. March: training plan
 - iii. April/May: develop training
 - c. Members
 - i. Patti Molai
- 5. **Data Repository** Co-Chairs: Lynette Jachowicz and Hyekyung Lee
 - a. Overview
 - i. Work with AA and SA and IE assessment committees to catalog what we're currently collecting and where it is currently housed.
 - ii. Determine what assessment data needs to be available externally vs. internally.
 - iii. Analyze the current collection processes and make a recommendation for a consistent approach institution wide.
 - b. Timeline
 - i. February: catalog current practices
 - ii. March: determine needs for data availability/access
 - iii. May: analyze processes and make a recommendation
 - c. Members
 - i. Bani Roy
 - ii. Alicia Vasquez

Committees should meet as often as necessary in order to accomplish their work according to the timelines. Each committee should come to the next task force meeting with an update and deliverables as listed on the task list document.

Committee descriptions will be sent out so additional committee members can be recruited.

Broke out into committees to begin workshopping.