**Open Pathways Core Team Meeting Minutes – February 9, 2016 – A113**

**Attendees:** Randy Thode, Charles Perkins, Cathie Oshiro, Robin Garrett, Jo Harrington, Brenda Moreno

**Members not in attendance:** Myrna Perkins

**Approval of minutes:** Yes

**Reports:**

Randy presented the value of/and recommendation of a Program Template.

This template would tie together the Quality Initiative and the Program Review concepts.

Randy supports the creation/implementation of such a template, and feels it would be extremely valuable to the institution.

Jo stated that currently the primary focus has been on co-curriculum. Randy offered the opinion that he believes the push towards a Program Template should be made a priority.

Another meeting topic led by Randy, was discussion of an article shared by Myrna, which focused on the idea “Prove Your Argument”. Randy felt the idea had validity – we need to ‘prove’ our arguments. The question that was raised, ‘Are we really doing what we claim to be doing?’

Cathy O. spoke about the gaps when looking at measurement/assessment data. She stated that she feels in some areas we don’t measure at all, and in other areas we do but don’t talk or share the data/findings.

The group spoke of collecting data using a departmental indicator, and setting measurable expectations.

Randy also spoke to the group of the information/data already available to the institution via Banner.

Charles asked the status of each of the five goals and was informed that each goal was ‘roughed out’ (ready to begin rough draft) at this stage.

Charles reported dates/deadlines to the committee:

May 2016 – Start the Final Draft Review

July 2016 – Finish Final Draft

August 2016 – Final Draft is given to the VP for a two-month review period

November 1, 2016 – Final Draft given to President

January through March 2017 – Final Draft reviewed by Board of Trustees

(This schedule allows for a two-month ‘clean-up’ period)

Randy and Cathy will make sure final draft is prepared.

Charles also spoke briefly on the Evaluation Kit, and its’ offering of a built-in survey tool.

The group discussed that all departments need some method of evaluation.

Evaluations are going to be moved into the college kit and various surveys will be released over the next 6 months.

**Action Items**

Charles will continue with Evaluation Kit Survey setup and will present at Presidents staff

Charles will convene a Program Review Template meeting with: Robin Garrett, Ray Willis, Caicey Crutcher, Jo Harrington, Brenda Moreno. Schedule February 15th.

Randy Thode and Cathie Oshiro will begin rough drafting criteria.

**Barton Core Priorities/Strategic Plan Goals Drive Student Success**

1. Increase student retention and completion

2. Enhance the Quality of Teaching and Learning

**Cultivate Community Engagement**

3. Enhance Internal Communication

4. Enhance External Communication

**Emphasize Institutional Effectiveness**

5. Initiate periodic review of the Mission Statement and Vision Statement.

6. Through professional development, identify and create a training for understanding and use of process improvement methodologies.

**Optimize Employee Experience**

7. Develop more consistent & robust employee orientation.

8. Enhance professional development system.