**Open Pathways Core Team Meeting Minutes – March 8, 2016 – A113**

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

**Members not in attendance:** Myrna Perkins, Brenda Moreno

**Approval of minutes:** Yes

**Reports:**

Myrna was not present so there was no new Peer Review information presented.

Cathie had nothing to report on Criteria at this time.

Randy reported on several different areas:

Assessment Academy: No Report

Criteria: Randy referenced the Strategic Plan. As Randy was looking at Criteria 1, he pointed out that currently our Plan now shows ‘to-do’s’ to viewers. Is this what we really want? Randy anticipates that by presenting the information in this format it may cause viewers to start asking further questions (i.e. the ‘why’s’ of the process and what was accomplished by this process). Randy suggested an ‘Activity Sheet’. Dr. Garrett liked the format Charles was using which allowed people to see the additions/revisions as they are made, and the date on which the change occurred.

Salesforce: Randy reported that other institutions are using Dashboard for many purposes – including tutoring. He also stated that the vendor we currently have has an application portal. Furthermore, our current vendor can perform the same functions as an Ellucian recruiter provides, and has Banner expertise.

Web Site – Retention: Randy is still working on content.

Web Site – Accreditation: Randy believes it makes sense to have a top-level website created in the future.

Charles initiated further discussion relating to Randy’s report by raising the question as to whether or not Barton should have a separate Accreditation page. Do we want to have a page designated strictly to Accreditation that will ‘live’ for the next 10+ years, or do we feel the final pdf produced by Brandon is sufficient? The group decided web pages.

Jo presented the committee with an update, and co-curricular template, relating to the Assessment Academy. Through this process, Jo has responded to the fact that not everyone is collecting the same co-curricular data. To provide consistency, Jo has developed a co-curricular template which provides pertinent information. Jo stated that he would prefer to keep the document to a simple one-page format. Jo will create a document for all areas he has gathered information. Cathie suggested adding a date stamp to the document. The committee was in favor of the format presented and commended Jo for his work on this project.

Robin had no new information to present on “Achieving the Dream”.

Charles reported on the Evaluation Kit and relayed that President’s Staff has been made aware.

Charles also shared that he has spoke with Brandon regarding the HLC Booklet and that Brandon stated it would be no problem. The information will be given to Brandon for print in December.

Charles also shared with the group the Prezi he has created for the Planning Model. He will be introducing the Prezi in a week and a half.

Charles has also created a template for Barton Planning/Maturity Scale/etc. We now have linkage established between the documents.

**Action Items**

Charles will look at creating a Department Plan template.

Charles is going to experiment with adding an Accreditation page to the Internal Site. He is also go to talk to Brandon to put more accreditation information/mission statement in the About Us page on the main site.

Jo will be adding the co-curricular Page to the back of the Assessment Handbook in the future. This information could also be captured as a link under Student Life down the road.

There will be a meeting on Thursday, March 10, 2016 with Dr. Garrett/Jo/Randy regarding Program Reviews tying to the Program Assessment. These will all be tied to a database that allows for filtering based upon user need.