

OATF Meeting Minutes
August 13, 2018

Present: Mike Porter, Larry Brooks, Nathan Biggerstaff, Dr. Lexi Kvasnicka-Gates
Absent: Hattie Albertson, Steve Sathre (resigned), Sandy Hageness

Agenda:

1. Program Review
 - a. What is OATF's role?
 - i. New OATF Committee will combine forces with Gen. Ed. Committee. This super-committee (in intellect, but numbers) will be in charge of program review (compiling, reviewing, reporting).
 - b. Fall 2018—Faculty will turn in Reporting Forms from the 2017-2018 academic year.
 - c. Fall 2018—Faculty will NOT do the traditional Planning Forms.
 - d. Fall 2018-Spring 2019—Faculty will participate in Program Review (AA, AS, Certificate of College Studies).
2. In service
 - a. Lexi and Larry will introduce Program Review on Tuesday.
 - i. Time set aside for more time on Thursday.
 - b. Larry will present on institutional effectiveness on Wednesday.
3. Assessment Day
 - a. Oct. 9, 2018—Faculty will work on Program Review
 - b. OATF will go through all Reporting Forms from 2017-2018 on their own. No reporting day will occur. Assessment Day will not be for Reporting and Planning.
4. Service Area Assessment
 - a. Missions and objectives completed during staff in service on August 2 (Hattie has these).
 - i. These should be reviewed by OATF.
 - b. Dates
 - i. Sept. 7—Planning forms due
 - ii. Nov. 30—Fall Reporting forms due
 1. Reporting occurring between December 3-14
 - iii. April 26—Spring Reporting forms due
 1. Reporting occurring between April 29-May10
 - iv. Planning Forms will be modified to include information regarding which date the service area wishes to report during.

Meeting adjourned 2:01pm.

Respectfully submitted,
Lexi R. Kvasnicka-Gates