

Task 2: Attend CAL Virtual Orientation

Purpose:

The annual CAL Orientation/Training is essential to prepare you for a successful academic year in your role as a College Assessment Lead. It provides foundational knowledge of AMEE Flow, clarifies expectations, and builds community among assessment leaders across campus.

Steps to Complete the Task

1. Block Off the Training Window

- Reserve the full session time (e.g., 8:00 AM–10:00 AM) on your calendar to avoid conflicts.
- Treat this training as a required institutional meeting for onboarding success.
- Send an email to the Chairs in your college and Associate Dean informing them of this orientation/training and give them a heads up that they will be receiving an email adding them as a reviewer/approver to AMEE Flow, a new assessment project management tool (See sample email in other document section).

2. Bring Your Team Roster

- Prepare a list of the following:
 - All **Department Chairs** in your college
 - The **Associate Dean** who will review or approve sampling plans
 - Any **designees** who will assist with project execution
- This ensures you can populate your AMEE Flow team assignments promptly.

3. Review Pre-Training Materials

- Familiarize yourself with key documents before the session:
 - The **CAL Task Guide**
 - **Institutional Student Learning Outcomes (ISLOs)**
 - Any assessment calendar or flowchart shared in advance

4. Test Your Technology

- Ensure your Zoom or video conferencing platform is:

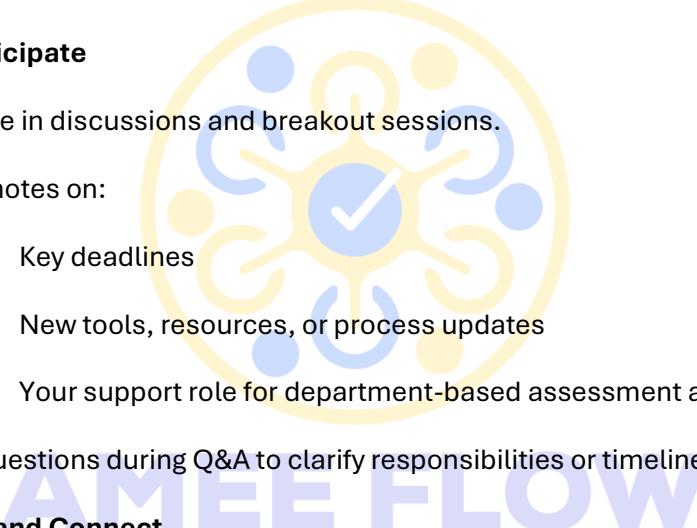
- Installed and updated
- Working with camera, mic, and screen sharing enabled
- Have access to:
 - **AMEE Flow**
 - **Canvas**
 - Any shared storage or chat feature (Box, Google Drive, Slack, etc.)

5. Join Early

- Log in 5–10 minutes early to test audio/video and access shared materials.
- Check that you can screen-share and receive chat messages.

6. Actively Participate

- Engage in discussions and breakout sessions.
- Take notes on:
 - Key deadlines
 - New tools, resources, or process updates
 - Your support role for department-based assessment activities
- Ask questions during Q&A to clarify responsibilities or timelines.



7. Collaborate and Connect

Balancing Energy, Workload, and Efficiency

- Use the chat or breakout rooms to network with fellow CALs.
- Exchange insights, email addresses, or tips to strengthen cross-college collaboration.

8. Plan Your Immediate Next Steps

After the training:

- Schedule your **college-wide assessment kick-off meeting**
- Begin one-on-one or departmental outreach to explain course sampling
- Log into AMEE Flow to:
 - Review your assigned tasks

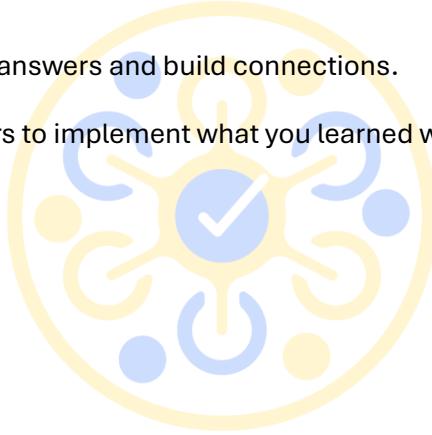
- Begin assigning collaborators or approvers
- Set up a **bi-weekly calendar reminder** to track progress, send updates, and review your AMEE dashboard

9. Stay Connected with OAAPR

- If questions arise or clarification is needed post-training, contact the **Office of Academic Assessment and Program Review (OAAPR)**.
- Bookmark the support page or help desk link for easy access.

Best Practices

- Treat this training as your launchpad for the semester—what you learn will directly support your success.
- Engage fully to get early answers and build connections.
- Follow up within 48 hours to implement what you learned while it's fresh.



AMEE FLOW

Balancing Energy, Workload, and Efficiency