

Task 3: Organize iROCA Kick-Off Meetings

Purpose:

The Kick-Off Meeting(s) serve as the official launch of your college's annual assessment cycle. These meetings establish shared expectations, introduce key roles, and provide departments with the necessary information and structure to carry out their assessment responsibilities successfully. As a CAL, organizing and leading these meetings is a critical first step in promoting alignment, engagement, and accountability.

Steps to Complete the Task

1. Draft and Send an Announcement to Departments

- Prepare a message that announces the start of the assessment cycle. Be sure to include:
 - Which **Institutional Student Learning Outcomes (ISLOs)** are being assessed this academic year?
 - Confirmation that **Program Student Learning Outcomes (PSLOs)** are accessible in Canvas and available for department use.
- Send the announcement to:
 - Department Chairs
 - Assessment Leads (if applicable)
 - Associate Deans or designees
- Share the message via email, AMEE Flow notification, or during a College-wide meeting.

2. Introduce Yourself as the CAL

- Clearly state your role and responsibilities:
 - You serve as the **College Assessment Lead (CAL)** for your college or unit.
 - You will coordinate AMEE Flow activities, offer support to departments, and monitor assessment progress.
- Let departments know that you are their primary point of contact for assessment coordination this year.

3. Establish Communication Strategies

- Clearly communicate **how and how often** you will provide updates and support throughout the year:
 - Will you send **bi-weekly AMEE Flow notifications**?
 - Will you host **monthly drop-in office hours or quarterly college-wide updates**?
 - Are you using **email, Zoom, shared folders, or live lab sessions**?
- Set the tone for proactive, responsive communication to avoid last-minute scrambling later in the semester.

4. Schedule and Host the Kick-Off Meeting(s)

- Coordinate with Department Chairs and Associate Deans to set a date and time.
- Consider hosting:
 - **One large meeting** for all departments, or
 - **Department-specific or cluster meetings** (e.g., CTVA, THEA, ART)
- During the meeting:
 - Review the ISLOs being assessed and note PSLOs per college are also available.
 - Introduce the AMEE Flow project management solution
 - Walkthrough expectations for sampling plans, rubrics, and task completion
 - Provide time for Q&A and initial brainstorming

5. Set Up Follow-Up Structures

- Plan check-in points throughout the term:
 - Example: Week 4 progress check, mid-semester lab, end-of-semester results sharing
- Add these check-ins to the **AMEE Flow calendar** and send reminders in advance.

Best Practices

- **Use a slide deck** during your kick-off meeting to keep messaging clear and consistent (download slide deck from other documents in AMEE Flow).

- Share a **Kick-Off Packet** with relevant documents: ISLOs, rubrics, timeline, AMEE Flow website, and CAL contact sheet.
- Encourage departments to **begin course sampling discussions** during or immediately after the meeting.
- Offer to meet 1:1 with new chairs or programs that need extra support.
- Keep a record of attendance and notes from each meeting for future reference.



AMEE FLOW

Balancing Energy, Workload, and Efficiency