

# 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

- 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.

