This week’s review of CAI work covers the 6/5 phone call wrap-up, 6/24 meeting information, 5/21 draft minutes for review, and an invitation to participate in the RFI Vendor Q&A on 6/11:

- A few notes/action items from our Pilot College Process Phone Call on 6/5:
  
  o We had 37 applications with a goal of 8-10 selections for a manageable number of institutions for the pilot process (based on prior experience with technical projects). Applications were not compared on quality. First cut was based on: academic senate sign-offs (some didn’t have support), demographic diversity, Current Student Information System - covering major systems, placement test diversity for current test, and project partnership colleges. Secondary cut was based on: geographic factors: urban/rural, north/south - with population density as a factor, then colleges with Multiple Measures project overlap, and enrollment size.

  o It was recommended that size of ESL population should also be a factor for selecting pilot colleges, as this could affect ease and success of ESL test piloting. The project team will analyze this data and make sure recommended colleges fit the bill. A final list will be sent out shortly.

  o Clarification was provided on the roles and responsibilities of the pilot colleges. There is a fair amount of work that will be taken on by accepting these roles, and Jennifer is drafting a document that outlines all of those requirements. This document will be distributed along with official notification of pilot college selection and request for presidential sign-off. This document will also be sent out to the CAISC listserv.

  o Concern was expressed in regards to the requirements (time, data, etc.) for getting an assessment instrument approved through the CCCCO Assessment Work Group. Representatives from this steering committee who also sit on that work group will be meeting to layout timelines and expectations to meet as we move forward with creation of the common assessment instrument(s). More information will follow in regards to timeline and tasks required of the work groups, pilot colleges, and project team.

- The next in-person Steering Committee will be Tuesday, June 24 in Sacramento. The day will start at 9:30 a.m. and wrap-up by 3:30 p.m. Travel information will be coming via separate email from CAI Project Manager Amy Beadle.

- Draft minutes from the 5/21 meeting are attached. Please review them as we will ask for edits and approval at the 6/24 meeting.

- The RFI has gone out to 35 vendors. There will be a Vendor Q&A Webinar this Wednesday, 6/11 from 9-10 a.m. You are invited to listen in. CCC Confer dial-in information is below.
WEBINAR PARTICIPANT INVITATION

Meeting Details
Status: Active
Title: CAI RFP Vendor Q and A Webinar
Group/College/Org: CAI - Common Assessment Initiative
Closed Caption: No

<table>
<thead>
<tr>
<th>Date</th>
<th>Start time</th>
<th>End time</th>
<th>Duration</th>
<th>Closed Caption</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/11/2014</td>
<td>9:00 AM</td>
<td>10:00 AM</td>
<td>60</td>
<td>No</td>
</tr>
</tbody>
</table>

How to Connect with Your Mobile Device

Participant Details
Telephone conference line: **1-913-312-3202**
Participant passcode: 509109
*Toll free number: **1-888-886-3951**

Go to [www.cccconfer.org](http://www.cccconfer.org)
Click Webinars Participant Log In
Locate your meeting and click Go
Fill out the form and click connect

Telephone Conference Feature
*6 - Mute/unmute your individual line

FOR ASSISTANCE
CCC Confer Client Services - Monday - Friday between 8:00 am - 4:00 pm
Phone: **1-760-744-1150 ext 1537** or 1554
Email: clientservices@cccconfer.org

Please contact me with any question you may have. Thank you.

~ Jennifer Coleman, EdD
Statewide Program Manager
Common Assessment Initiative (CAI)
California Community Colleges Technology Center
(530) 879-4165 / colemanje@cccnext.net