

November 6, 2018
4:00 PM, CHEC 225

1. **Minutes** – Minutes approved
2. **Membership terms** – Membership is transitioning to three year terms for COAT members. Rachel went through entire membership list and for each component area, she staggered the roll off so only one person per component area will be rolled off per year (if there are 3 members in that component area). If you need to roll off for this year, Rachel and Irene will work with you; see them for any concerns. Everybody who is currently on the committee has the option to re-up for one additional term so members have the option to stay or go and can reapply for COAT. Kerry is rolling off at end of year. To be clear, nobody is being kicked off at the end of the year. Any new member would have a new term that would run from 2019 through 2022. Appointment to COAT does go through the discipline deans, so this should give everyone time before their discipline deans meeting to decide. Let Rachel and Irene know your decision and let your dean know and also let anyone who is interested in being in COAT know. Encourage them to let their discipline dean know they are interested in being in COAT. Irene and Rachel and associate deans do not decide who is on COAT - only discipline deans can decide. Swaps for roll of year as currently listed are allowed within component area to see who wants to stay to go.
3. **Overview of the Assessment Conference**– In October, Irene, Diana, Rachel went to assessment conference in UNT and got a chance to commiserate with other campuses regarding conducting district wide assessments. Worksheets and forms for working through assignment alignment and marketing assessments were obtained. North Lake college color codes assessment areas on their flyer, so when they send out their communication items or talk about a specific assessment, they use the specific color for that assessment. One of things Irene and Rachel thought might be something interesting for COAT to do is to brand our assessment process as well. We could color code rubrics and everything else that COAT does. The workload for getting it done could be distributed across committee members so that the same five or ten people are not the only ones doing the work. There are enough people on this committee to be able to get this done. If there is committee support, then there is a way to make it work. PR might be a good resource for helping get it done. If committee and PR are interested, an innovation grant might be able to be obtained to streamline and expand the presence of assessment. This would also be a nice way for new COAT members to participate without being overwhelmed. Another thing that Rachel and Irene found out when speaking with other colleges was that the average rubric scores were from 2 to 3.5 and 50 to 60% of people at conference stated their benchmark was 2. So the question then is would we consider shifting our benchmark? We have every right to change our assessment plan as long as we have a good justification for doing so. If we went to three column scoring, that would be harder to justify, but shifting the benchmark would be easier to get done and it could be justified by saying that we have done research and peer institutions are at 2, so that's why we are going to go to a 2.5 with our goal being that we will have 80% of our students at 2.5. Instead of changing schematics, it is just more of shifting the narrative a bit, so it could be a matter of adjusting the wording also and not just the benchmark. COAT members are asked to think about it now as rubrics are being finalized. Rachel's understanding is that the coordinating board only cares about your explanation as to why you are proposing a change – why are you changing/adjusting things. This will be revisited in December, so committee is being encouraged to think about shifting benchmark to 2 to 2.5 or keeping it as is. If there is a vote to change, Rachel will see what hoops we have to jump through to get it done.
4. **Faculty development conference proposal** – A proposal has been submitted to do an assignment alignment workshop in January. Faculty can bring in their own assignments that they would like to have looked at and worked on. Small groups of COAT members will help faculty go through the assignments. Sample assignments will also be available for professors who don't bring in their own so they can see good assignment examples. Volunteers are needed to help out as mediators at the workshop. Irene will find out after Thanksgiving if the proposal has been accepted and the

workshop is a go. Also, another COAT member will be holding a small presentation for associate faculty on Saturday, February 23rd between 10 and 11 a.m. and a volunteer is being requested to give a 15 min presentation introducing COAT.

5. **Co-Chair** – No one has volunteered for co-chair as of now. If you are interested in being co-chair, feel free to talk to Rachel, Kerry, or Irene. Please speak to one of them before the December meeting so a new co-chair can be selected and introduced.
6. **Subcommittee Updates** – Assessment depot committee decided to review assignments using the process that CARC has developed. When faculty or discipline leads want to submit to the syllabus depot, they are now being asked to fill out a worksheet that indicates where in the assignment the rubrics are described. Worksheet will be attached to document and it serves as a roadmap. A COAT member or several members would then annotate where the information is in the assignment using comment bubbles or the like. For the assignments that have already been submitted, there won't be a worksheet. A decision has been made regarding assignments that don't quite meet the standard. The decision is to write back to the submitting faculty regarding the assignment to say something to the effect of "as a result of the district emphasis on assignment alignment and assessment focus, we respectfully ask that you resubmit the assignment with more information included...". This is the best way going forward. If an assignment is not submitted with a worksheet, it will not be accepted. The worksheet will be embedded with the file and can also be posted on assignment alignment webpage. CARC met a few days ago and have decided that they are going to give themselves two weeks to review assignments and then get back to the professors. They have also created a submission window for assignments – the windows are one week before classes begin and four weeks into semester. Current assignments in depot won't be reviewed by CARC. The email address is - Coatassignmentreview@collin.edu.
7. **Next COAT meeting: December 3, 2018 / 4:00 PM / CHEC 225**

11/6/2018

COAT MEMBERS

Alexandrowicz Neal	Neal Alexandrowicz
Amerson, Cyndie	Cyndie Amerson
Ardis, Bill	
Bailey, Mindi	Mindi Bailey
Bell, Ellen	Ellen Bell
Bowen, Irene	Irene Bowen
Brooks, Catie	Catie Brooks
Bryant, Levi	Levi Bryant
Byrnes -Loinette, Kerry	she is here! :)
Bzostek, Rachel	Rachel Bzostek
Courtright, Jeffrey	
Deshazo, Jillian	Jillian Deshazo
Eaves, Sharon	Sharon Eaves
Francis, Martha	
Godbole, Aparna	Aparna Godbole
Hopes, Diana	Diana Hopes
Juliano, Lisa	Lisa Juliano
Kenyon, Lynette	
Makokha, James	James Makokha
McMillion, Tonya	Sent email about absence
Miyamoto, Melody	Melody Miyamoto
Morgan, Jason	Jason Morgan
Morgan, Nick	Nick Morgan
Mucahy, Courtney	Sent email about absence

11/6/2018

COAT MEMBERS

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