



Core Objectives Assessment Team (COAT)

Meeting Minutes

Tuesday, November 13, 2012
4:00 PM – 6:00 PM, CHEC – 225

1. Introduction of new members

2. **Website:** The website for COAT is completed. Access it off of the Teaching & Learning Link on the My Workplace Tab. The document library is still being filled. Any suggestions regarding information that should be included on the COAT website should be passed on to the COAT co-chairs

3. **Rubrics:** Rubric modifications continue. All the rubrics are available online. COAT members were made aware that our rubrics and benchmarks would be published on the THECB website. This brought about another discussion of the accreditation process.

Deans and Discipline Leads have the latest copies of the rubrics. As part of the new Core submission for CAB review, all courses are submitting SLOs, assignments and assessments that include the new Core Objectives as well as course level SLOs. COAT's responsibility is the assessment of the Core Objectives at the institutional level. Departments continue to assess course level SLOs.

4. **Teamwork Assessment:** A reminder will be sent to all of the professors who are part of the Teamwork Assessment to keep the teams together and to keep student names on all work including the student peer reviews. The Office of Institutional Effectiveness will redact any student names and replace with a system created by IE to keep the groups intact for assessment purposes.

5. **Spring 2013 Logistics:** Visual Communication, not previously assessed with the other communications group will be included for assessment with Social and Personal Responsibility. Physical Geology and Organic Chemistry are the courses selected for assessment of Visual Communication.

6. **Notification Process:** For the past year, the notification process has included informing the discipline leads months in advance, who were to forward the notices to the appropriate professors. These notices were then followed by emails to the professors at the beginning of each semester. In order to develop a more efficient process in notifying faculty of classes being assessed each semester a notification letter and assessment response form have been developed and adapted from the Amarillo College General Education forms. Proposed clarifications included removing the term "artifact" from the documents and changing "ungraded" assignments to "unmarked" assignments.

7. **Spring Assessment 2012 Final Draft of Results/Analysis Report:** COAT voted that the report is complete and no further revisions are required.

8. Future Business:

- A request was made for volunteers among the COAT members to lead roundtable discussions “How We Teach Specific Core Objectives” at Collin’s Professional Development Day in January.
- Suggestions for new names for COAT are requested. Request suggestions from the entire faculty body in the form of a contest would increase faculty awareness of the committee’s purpose.
- Discuss and vote in January if reading the assignment instructions should be included as part of the assessment process on assessment days.
- Discuss if the faculty members or COAT should determine which rubric criteria are addressed in the assignment.
- Discuss in January how the scores from the teamwork rubrics will be handled; summed or averaged?
- Discuss what the College’s benchmark should be; barely meets or meets expectations. This decision may require the rubrics to be modified either in wording (doesn’t meet competent / good /excellent), or in structure (having 3, 4 or 5 assessment rankings)
- Further discussion of tracking students with 30+ core hours completed. Kathleen Fenton has list of core complete students that is available to COAT.
- Discuss the use of a 0 ranking on rubrics

9. Next COAT meeting: December 12, 2012 at 4:00 pm in CHEC 200

COAT



Who is here??

Nov. 13/12

Nicole Grose

Brett Adams

Mike Winslow

John Glass

Mike Cobuch

Phyllis Weir

Radonna Kampas

~~Catie B. O.~~

Ellen Bell

Kathleen Fenton

Jenny Warren

KERRY BYRNES

Mike McKee

Melody Miyamoto Walters

Pat Pierson

Rejasree Kannampuzha

Diana C. Gingo

~~SERRY SMITH~~

Zack Shipley

Jenny Warren

~~Kyusung~~

Dawn Richardson