



Core Objectives Assessment Team (COAT)

Meeting Minutes

October 15, 2013
4:00 – 4:45 PM, CHEC – 225

- 1. Teamwork – Peer Review Survey Form:** Kimberly had a faculty member wanting to change the instrument. Kimberly informed this person that you cannot just change the form, it has been approved by the institution and changing the form would create an issue within Collin and the meaning of the scores.

There have been questions about ratings. The example was given: A team of four is using the form. One student has attended every meeting/discussion and has been very involved. This student is given a 4. The next student has missed one meeting/discussion, but has been very involved, making important contributions. Can this student also receive a 4, or would the rating be required to move down to a 3? Everyone needs to remember the requirements for a specific rating. The important thing is for everyone to be assessed using the same criteria; therefore, it is possible for more than one student to receive a score of 4.

Some faculty share the rubric with their students, while others feel this results in them teaching to the rubric. Sharing the rubric only allows the student to be aware of what is expected. The requirements need to be very clear and concise, keeping the ratings consistent.

Teamwork requires students to work together and communicate. Students need to be aware how important this skill will be throughout their lifetime/career. Once they understand this, they are generally more involved.

The Deans of Student Development have asked everyone to remember students are not required to provide personal information. Some faculty are aware of this, and develop e-mail through Blackboard, set meetings in the Library, etc.

- 2. Closing the Loop!:** October 1st was the deadline to provide an Action Plan to COAT. Kimberly said most have been received, but there are a few that have not been turned in yet. Additionally, some were very good while others will need to be returned for updates.
- 3. How many assignments per rubric?:** Each faculty member will make this determination. After some discussion, it was decided more than one assignment would allow for easier assessment, but would cause the process to take longer.

4. **Assessment Schedule Clarification:** Kimberly went over the General Education Competency Assessment Schedule. During fall 2013 and spring 2014, artifacts will be collected, from specific courses, to assess Social Responsibility, Critical Thinking and Teamwork. Additionally, Empirical and Quantitative Skills/ Personal Responsibility / Communication Skills assessments, collected during 2012-2013 academic year, are being analyzed and results are shared with Discipline Leads during the fall 2013 term. Spring 2014, Discipline Leads will review the results, provided by COAT fall 2013, and develop an Action Plan documenting how to improve the outcomes. These are presented to their Dean, and once finalized the Action Plans will be forwarded to COAT. COAT members will assess artifacts collected during fall and spring, in May and/or June. Deans will create an assessment report for Empirical and Quantitative Skills/ Personal Responsibility / Communication Skills during summer 2014.
5. **Possible wording change:** Kimberly provided a suggestion. The wording was approved with some minor changes. The approved wording will be: "General Education Assessment at Collin College aims to identify the degree to which students possess higher-order thinking skills. As a result, we request that you not submit student work in the form of multiple choice or true/false assignments or exams for assessment by COAT when using the Collin College Core Objective Rubrics."
6. **"Mastery":** Kimberly has named the COAT members "Assessment Ambassadors" as she discusses assessment with others.
7. **Other Business:** Kimberly was asked to attend a meeting with Colleen Smith, Dani Day and Jon Hardesty to discuss a request made by the Curriculum Advisory Board (CAB). During CAB discussions, it was suggested that the core objective tags be listed separately from the Student Learning Outcomes. At this point, it has been decided to leave the tags, as they were approved through the Core Review Process.







Kimberly informed everyone there are two assessment opportunities in the near future: 1) North Texas Community College Consortium, titled Designing and Assessing Promising Practices, will take place Friday, October 18, at SCC. 2) Texas A&M University will host an assessment conference in February. If interested in either of these meetings, contact her for additional information. .

8. **Next COAT meeting:** November 18/4:00 PM/Room #225

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Last Name	First Name	Signature
Adams	Brett	
Bailey	Mindi	Mindi Bailey
Bell	Ellen	Ellen Bell
Brooks	Catie	Catie Brooks
Bryant	Levi	
Byrnes	Kerry	Kerry Byrnes
Cardewell-Wilson	Meghan	M Cardewell - Wilson
Clark	Carlton	
Commons	Wendy	
DeRouen	Rich	Rich DeRouen
Foster-Eason	Laura	L. Foster-Eason
Francis	Martha	
Gaiter	Pam	Pam Gaiter
Geraghty	Sean	
Gingo	Diana	Diana Gingo
Glass	John	John Glass
Grose	Nicole	Nicole Grose
Hanvey	Karen	Karen Hanvey
Harris	Kimberly	Kimberly Harris
Kampas	Ladonna	Ladonna Kampas
Kannampuzha	Rajasree	
Kearns-Simmons	Shannon	Shannon Kearns-Simmons
Kenyon	Lynette	Lynette Kenyon

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Last Name	First Name	Signature
Madhugiri	Sudha	
Masters	Shawna	
McKee	Mike	
Naismith	Courtney	
Pearson	Chad	
Pierson	Pat	
Rasmussen	Bryan	
Richardson	Dawn	
Robinson	Natasha	
Sauter	Alan	
Shiple	Zach	
Short	Steven	
Smith	Jerry	
Wallace	Dean	
Warren	Jenny	
Weir	Phyllis	
Winslow	Mike	
OTHERS ATTENDING		
Day	Dani	
Fenton	Kathleen	
Neal	Cameron	