



Core Objectives Assessment Team (COAT)

Meeting Minutes

November 18, 2013
4:00 – 5:10 PM, CHEC – 225

- 1. Assignment Alignment and Rubric Use:** In 2012, the Texas Higher Education Coordinating Board (THECB), in conjunction with the Undergraduate Education Advisory Committee (UEAC) developed the guidelines required to update the 2014 Core curriculum. This provided nine Foundational Component Areas and six Core Objectives. Each Foundational Component Area was assigned a minimum of three Core Objectives. Some colleges and universities have assigned more than six Core Objectives, but Collin has elected to use the THECB required objectives, only. COAT was created to develop rubrics the institution would use, across the institution, to assess each Core Objective. The rubrics had to be general enough to be used in all areas, allowing faculty to develop an assignment that would assess the Core Objective. Each rubric has a definition that was created by UEAC, and is used across the state. Some faculty would like to change this definition, but that would prevent our findings from being assessed with different requirements than other institutions across the state; thus, the finding would be skewed. Collin will continue to review each rubric, but changes should only be made once the assessment period, for the objective, has been finalized.

Teamwork is the only Core Objective that can be assessed with only a group project. Students are not required to enter any comments, on the form, only circle the selected score. Other objectives could do a group project, but each student would need to create a reflection/summary allowing the objective could be assessed at the individual student level.

- 2. Assignment Alignment Round-tables:** On January 10th, at 11:00 AM, there will be a round-table discussion about using the rubrics. This will be during Faculty Development week, and is a great time to discuss how others are using the rubrics. It is important to remember the assignment must align with the rubric; otherwise, the objective cannot be properly assessed.
- 3. Closing the Loop!:** Faculty that have been selected for assessment will collect the artifacts assessing the applicable Core Objective, and send to the Institutional Effectiveness (IE) Office by the date of the course final exam. Areas selected are Social Responsibility (Fall 2013: HUMA 1301 & DRAM 2361; Spring 2014: GOVT 2305 & SOCI 1301), Critical Thinking (Fall 2013: PSYC 2301 & MATH 2413; Spring 2014: ENGL 1301, PHYS 1401 & HIST 1301) and Teamwork (Fall 2013: ENVR 1401 & SPCH 1315; Spring 2014: CHEM 1411 & MUSI 1306). Work with other faculty members to ensure the selected assignment aligns with the rubric. This will allow you to provide valuable input to faculty that have not served on COAT; thus, allowing the assessment team to have artifacts that are assessable.

On May 21st, beginning at 9:00 AM, these artifacts will be assessed. Findings will be gathered, and in August, Kathleen Fenton will present the statistics to COAT. It is important to remember these finding are at the institutional level, not course level. Everyone needs to review their courses to see how they can improve their course. Both the THECB and Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) expect this to be our goal.

- 4. Assessment Schedule:** Kimberly will be sending out a list of courses proposed for assessment. Everyone needs to review this list to be sure the courses are viable for assessment. For example, a course could be selected that has not been offered in the last year; therefore, a different course should be used. If you are aware of any courses that should not be on the list, please inform either Kimberly or Dawn.

Kimberly will send letters to the Discipline Leads informing them their course has been selected and the objective being assessed. The letter will contain the rubric being assessed and the Core Objective Response form. Every faculty member, teaching a selected course, is responsible for collecting the artifacts, to be assessed, and sending to the IE Office. The IE Office will redact any information identifying the student and/or specific course section. This information needs to be available, when sent to the IE Office. Faculty can send the original artifact, or a copy, but there should be no grade assigned on the artifact sent to the IE Office.

- 5. Assessing Online Sections:** Kathleen Fenton will be asked for suggestions
- 6. Team-member Roll-off Schedule:** To allow COAT to maintain a strong knowledge/process base, approximately one-third of the members will rotate off each year. This will take place after all artifacts have been assessed, for that year.
- 7. Calendar:** Kimberly asked if anyone had any problems with rotating meeting days between Monday and Tuesday. No one expressed a concern. She suggested spring meeting dates of: February 18, March 24 and April 22. Everyone was asked to let her know if they had any issues with any of these dates.


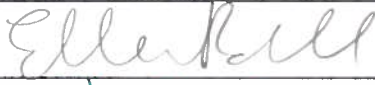

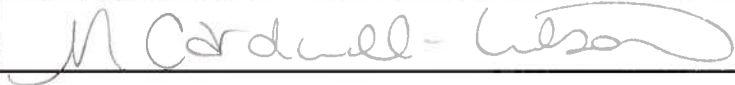
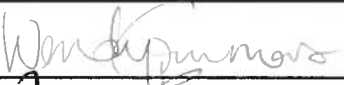



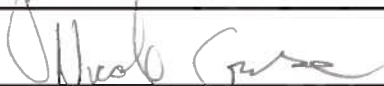



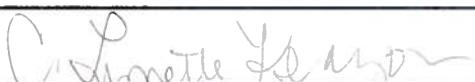
Dr. Smith wants the deans to be more involved in the assessment process. A workshop has been set for December 5, to review the rubrics and other information with the deans.

Kimberly has been asked to speak at *Visions of the Future*, a Dallas County Community College event about assessment. They heard about Collin's Assessment Ambassadors, and want to hear more.

Kimberly reminded everyone about the assessment conference held annually at Texas A&M University. This event will take place in February. Please contact her if you would like more information.

- 8. Next COAT meeting:** January 13, 2014/3:00 PM/Room #225 – Please note, this meeting may last longer than one hour.

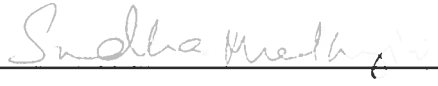

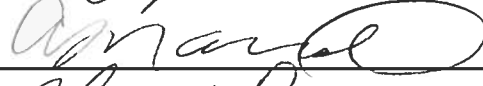
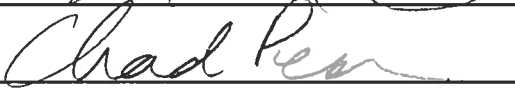




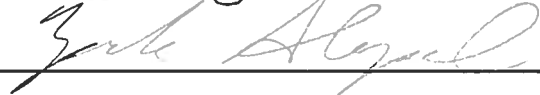


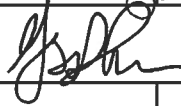
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Last Name	First Name	Signature
Adams	Brett	
Bailey	Mindi	
Bell	Ellen	
Brooks	Catie	
Bryant	Levi	
Byrnes	Kerry	
Cardewell-Wilson	Meghan	
Clark	Carlton	
Commons	Wendy	
DeRouen	Rich	
Foster-Eason	Laura	
Francis	Martha	
Gaiter	Pam	
Geraghty	Sean	
Gingo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

KATHA MOORE
 PAM STANTON

Tolleson Martha

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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	
Shipley	Zach	
Short	Steven	
Smith	Jerry	
Wallace	Dean	
Warren ✓	Jenny	
Weir	Phyllis	
West	Aaron	
Winslow	Mike	
Chaka	Gezahan	
Sherman, Greg		 OTHERS ATTENDING
Day	Dani	
Fenton	Kathleen	
Neal	Cameron	
McMillen	Toni	