



Core Objectives Assessment Team (COAT)

Meeting Minutes

January 13, 2014
3:00 – 3:45 PM, CHEC – 225

- 1. EQS sub-committee update:** The sub-committee recommended to COAT that the “Assumptions” line of this rubric be removed. After discussion, COAT unanimously agreed this should be done. The chairs will make the update to the Empirical and Quantitative Skills rubric and see that the new rubric is posted online.
- 2. Assessing Online sections update:** Prior to today’s meeting, a sub-committee met to discuss online sections and the submission of assessment data. The committee consisted of: Kimberly, Dawn, Rich, Nicole, Kathleen and Joe Butler. The group determined that online course artifacts could be submitted electronically to Kathleen Fenton, in the Office of Institutional Effectiveness, as long as instructors include all the required data (student name and course with section number) and the work is grouped systematically. Rich stated that when he submits work electronically, he puts all the student work, along with the assignment, into a zip-folder and then sends it to Kathleen.

A question arose regarding MyMathLab assignments in which the assignments are automatically graded. Assignments are to be submitted ungraded. Discussions on how to work around this issue continue.

Joe Butler attended this COAT meeting because the eCollin Learning Center reports to him and he wants to work with this area to see if something can be developed to assist with online submissions.

- 3. Teamwork Protocol:** The new Teamwork protocol was introduced and discussed. Discussion arose as to whether students should fill out the surveys all at once in the classroom setting or be allowed to take the surveys away from the classroom setting to fill out at their leisure. COAT voted to allow students to take the surveys with them, complete them outside of class-time and then return the surveys to their instructors.

A discussion regarding a change in the Peer-Review Survey form also occurred. The form in its current state results in the proliferation of a lot of surveys depending on the size of a class/group. COAT voted to change the form so that all members of a group are listed on a single survey. The chairs will make the changes to the survey and see that the new survey and the protocol are posted online.

- 4. Closing the Loop! Discipline Lead Meeting:**
Critical Thinking: Many faculty are concerned their course will be identified for low ratings. It is important to remember that GEO Forum II worked hard to prevent this from happening. Collin is looking at the ratings across the institution, not at any individual course or section level. Every Core course is required to teach Critical Thinking, so this should not be a concern.

Teamwork: There has been some confusion about how these ratings should work. It is important to remember each member will rate all members of the entire team, including themselves. It is important to remember, per the Dean of Student Development Office, you should not require any student to provide their personal e-mail, telephone number, etc. If the student wants to provide this information, that is okay, but some students have a reason not to; therefore, you should use student's Collin e-mail, and Collin facilities for meetings. The group has the option of using other contact information.

5. **Assessment Schedule:** During spring 2014, the following courses will be assessed: GOVT-2305 and SOCI-1301 (Social Responsibility); ENGL-1301, PHYS-1401 and HIST-1301 (Critical Thinking); CHEM-1411 and MUSI-1306 (Teamwork). Faculty who are required to submit artifacts will receive an e-mail reminding them they have been selected for review.
6. **Administrative Assessment Workshop:** Dr. Smith held an Assessment Workshop for the Vice President/Provosts, Academic Deans, and others to use the rubrics and rate artifacts for the component areas on January 7, 2014. This gave them a better understanding of what is involved in the assessment process.
7. **Reminder-Team member Roll-off schedule:** COAT members were reminded that Rich DeRouen and Nicole Grose will be coming on as the new Co-Chairs beginning 2014-2015 academic year. One-third of COAT will roll-off so please be sure to review the schedule.
8. **Calendar:** The spring meeting dates are: February 18; March 24; April 22. All of these will begin at 4:00 PM, and meet at CHEC in room 200. The assessment days are May 21 and June 5. These meetings will begin at 9:00 AM, and meet at CHEC in room 135.
9. **Future Business:** There will be a meeting on Thursday, January 16, at CHEC in room 102, to assess Critical Thinking artifacts for MATH-2413.
10. **Next COAT meeting:** February 18/4:00 PM/Room #200

January 13, 2014

Last Name	First Name	Signature
Adams	Brett	
Bailey	Mindi	Mindi Bailey
Bell	Ellen	Ellen Bell
Brooks	Catie	Catie Brooks
Bryant	Levi	Levi Bryant
Byrnes	Kerry	Kerry Byrnes
Cardwell-Wilson	Meghan	Meghan Cardwell-Wilson
Clark	Carlton	Carlton Clark
Commons	Wendy	Wendy Commons
DeRouen	Rich	Rich DeRouen
Foster-Eason	Laura	
Francis	Martha	Martha Francis
Gaiter	Pam	Pam Gaiter
Geraghty	Sean	Sean Geraghty
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	Rajasree Kannampuzha
Kearns-Simmons	Shannon	Shannon Kearns-Simmons
Kenyon	Lynette	Lynette Kenyon

January 13, 2014

Last Name	First Name	Signature
Madhugiri	Sudha	
Masters	Shawna	<i>S. Masters</i>
McKee	Mike	<i>Mike McKee</i>
Naismith	Courtney	<i>Courtney Naismith</i>
Pearson	Chad	<i>Chad Pearson</i>
Pierson	Pat	
Rasmussen	Bryan	<i>Bryan Rasmussen</i>
Richardson	Dawn	<i>Dawn Richardson</i>
Robinson	Natasha	<i>Natasha Robinson</i>
Sauter	Alan	<i>Alan Sauter</i>
Shiple	Zach	<i>Zach Shiple</i>
Short	Steven	
Smith	Jerry	<i>Jerry Smith</i>
Wallace	Dean	
Warren	Jenny	<i>J. Warren</i>
Weir	Phyllis	
West	Aaron	<i>Aaron West</i>
Winslow	Mike	<i>Mike Winslow</i>
Rodriguez	Lorena	<i>Lorena Rodriguez</i>
OTHERS ATTENDING		
Day	Dani	
Fenton	Kathleen	<i>Kathleen Fenton</i>
Neal	Cameron	<i>Cameron Neal</i>
Butler	Joe	<i>Joe Butler</i>