



Core Objectives Assessment Team (COAT)

Meeting Minutes

October 14, 2019
4:00 PM, CHEC 225

1. **Approve August Meeting Minutes** – Minutes approved.
2. **Subcommittee items:**
 - a. **Assignment Depot/CARC: Departmental assignments and their COAT/CARC review for the depot** – The busiest group has been the COAT assignment review committee (CARC). Among other departments sending in assignments, the English Department sent in several assignments for review. Keeping in mind that CARC is a busy committee an issue comes up when we consider using CARC to review assignment submissions to the COAT Assignment Depot we are developing. The idea was not to post assignments to the depot unless they had been reviewed. This process is a lot of work, so may consider opening up the review to the entire COAT committee, not just CARC members to help with the workload. There is a concern about requesting assignment authors/departments “fix”/rewrite the assignments that are being submitted for the assignment depot after CARC review. The changes will still have to be reviewed a second time by CARC/COAT to make sure they align to the rubrics. The perception is that whatever goes on the assignment depot should have a COAT stamp of approval, indicating well aligned assignments. As a first step to build the Depot an email will be sent to discipline leads giving them the option to send in departmental assignments that CARC will review and send back with comments/edits. After the second draft is resubmitted, then the assignment could go through a second review and then be posted to the assignment depot with the caveat that it is pending COAT approval – approval will happen once it goes through the assessment process to make sure it is good. There was also a suggestion to have a color key on the assignment depot that will show which ones have gone through the CARC process but not the full assessment cycle. The categories could be “reviewed but not used for assessment” or “reviewed and used for assessment.” A suggestion for cutting down the workload is that the process could come in waves, meaning that the first wave of submitted assignments will be reviewed, and put on depot, then the second set of submissions could be reviewed, etc. The thought is that the assignments could be rated faster if rated by someone from the respective disciplines. The committee agreed that an email will go out to the discipline leads requesting Teamwork and Communication departmental assignments for review. For the disciplines that have already submitted an assignment, they should be asked to submit an updated one. All submitted assignments will also have a completed assignment alignment worksheet attached (completed by the submitting department). A call for volunteers to help with assessing assignments will be sent out once the workload of assignments is determined and can be discussed in the November meeting. November 1st will be the deadline for assignment submissions from the discipline leads.
 - b. **Rubric Review: call for all COAT members to look at critical thinking rubric and voice opinions/concerns** – COAT members are being encouraged to look at the Critical Thinking rubric and share any ideas, concerns, etc. about the

rubric. Committee members are also being asked to look at other rubrics that are being used by other schools and bring up any shortcomings with our rubric. Assess the rubric to determine what might be difficult or cause confusion, then share the feedback with Irene and Neal so that the Rubric Review Committee can start looking at it and making adjustments. Receiving feedback early on will help the subcommittee factor these changes in as the rubrics are being worked on. There is a concern about how certain competencies fit into the different disciplines. Creativity, for example, is used for all disciplines, but the term might not necessarily fit well into a certain course such as Mathematics. There are opportunities to tweak what creativity means for a certain course, but it still might be an issue when it comes to courses like Math. The rubric language should also take into consideration what the students are to be doing in the assignment. Ideas/suggestions should be received by the November 22nd deadline.

- c. Call for other outstanding subcommittee items** – The Assignment Depot subcommittee had talked about fencing off the depot to Collin.edu email addresses, but this has become more complicated now that students will have Collin.edu email addresses. The committee is being asked if they care if students have access to the assignment depot. Committee members did not have an issue with it. Assessment schedule is being worked on and is being close to being finished. The hope is to bring it before the COAT Committee by the end of the year.
- 3. Revisit membership and terms** – The handbook has been worked on. In the handbook, the language clearly states that after three years, 1/3 of the committee members should be rolling off each year. There was no mention of mandatory terms. It seems reasonable to allow COAT members to serve two years and then roll off and remain off the committee for at least a year before coming back. The handbook also says that the size of membership should reflect all core disciplines and programs across the district, so it is important that all disciplines are represented on the COAT committee. A vote will be taken at the next meeting to decide on whether to limit membership to two terms or not.
- 4. Call for new COAT Co-chair self-nominations. Due by November COAT meeting to the existing Co-chairs** – If anyone has any questions or is interested in being COAT Co-Chair, please contact Irene and/or Neal by the November meeting. It is a two-year commitment.
- 5. Call for January Professional Development Conference proposal ideas** COAT members received an email for a call for proposals for the January Professional Development Conference, please let Irene and Neal know if you have any ideas to present. One of the topics that is being considered is online teaching, but if you have any suggestions for topics, please share.
- 6. Next Meeting, Tuesday, November 12th, 4pm, CHEC 225**