



Core Objectives Assessment Team (COAT)

Revised Meeting Minutes

November 12, 2019
4:00 PM, CHEC 225

- 1. Approve October Meeting Minutes** – Minutes approved.
- 2. MATH 1316 assessment change** – A request was received from the Math department asking if it was possible to move MATH 1316 from being assessed this semester to being assessed next semester. This request was due to some unforeseen circumstances. It would not be a significant loss to move MATH 1316, so it didn't seem like it would be much of an issue assessing it in Spring versus the Fall. Soon before today's meeting started, a request came through and a professor who teaches ARTS 1301 is requesting to move his/her assessment to Spring as well. This is not something we are looking to establish and set as a precedent. One suggestion that was made was that in order for an assessment schedule change to even be considered/allowed, the situation would have to be an extenuating circumstance. Another suggestion was to encourage the requesting professor to look at an assignment that has already been approved by CARC and ask them to try to use it and see if they can collect artifacts that way. COAT Chairs will be in contact with the Arts Professor that made the request and try to figure out what is the issue.
- 3. Vote on COAT Membership Term Limit** – After some research, it was discovered that other committees do have membership term limits. The COAT rulebook states that every year 1/3 of the committee should roll off, which means that a member could only stay on for three years. So, there possibly needs to be a change in the rule book. It was also suggested that there might be a need to have an attendance policy in place. If there are people that are consistently not in attendance, they are taking a spot away from someone who really wants to be a COAT committee member. COAT will have to expand with the opening of the new campuses. It is not an easy process to find replacements or recruit new members, so to keep it fair, the recommendation is to have at least one member from each discipline on COAT. There needs to be a plan in place as to how big the committee is going to be. It is not yet known what is the best way to expand. A structure proposal might be needed. One idea is to have the COAT committee nominating the at-large population, but that might mean changing the rulebook as well. The current process says that it is the District Deans, in consultation with the Associate Deans, who nominate COAT members. Maybe a clearer and more established process is needed. The roll off policy is coming from external pressure and is intended to allow all faculty members the opportunity to do this service. A proposition was made stating that if there is no replacement for someone who is up for rolling off the committee that person could be allowed to stay on with the Dean's permission. For now, today's vote will be for setting the limit; the logistics will be voted on at a later meeting. The Committee voted for two 3-year terms. The attendance policy will be brought up at the December meeting.
- 4. January Professional Development Proposal** – All proposals are due the 15th for conference proposals. The conference will be on January 9th. So far, the COAT presentation would fit best in the category of "Best practices for Teaching and Learning". The presentation will give advice to those faculty members who haven't assessed yet or to those that need help. The COAT Chairs are looking for about six volunteers to help with the presentation to demonstrate how they go about teaching



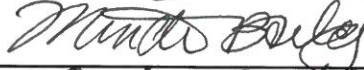



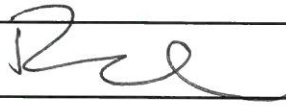
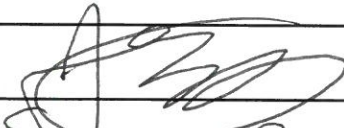
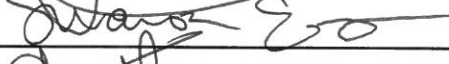


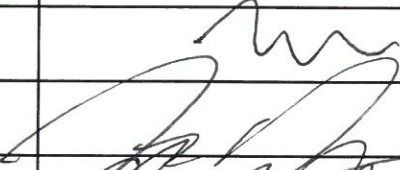


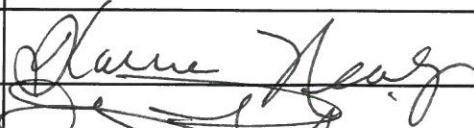

core objectives, collecting artifacts, etc. If something really works for you, it would be appreciated if you would share your techniques with others. It would also be beneficial to discuss the importance of assessment. The Chairs are also looking for other topics that can be addressed during the presentation. Different perspectives, for example those who have accessed online classes, would be beneficial. If interested, send Irene or Neal an email expressing your interest. It was also suggested that a good topic might be to promote assessment days and the importance of being involved. It also might be a good idea to have something assessed during the presentation so that faculty can see the process and the importance of assessment. It was also proposed to mention CARC and remind faculty of the deadlines. This will be revisited in the December meeting as well.

5. **Adjunct faculty meeting February 22nd** – This meeting is for Adjunct Faculty. The COAT presentation is a 50 minute time slot starting at 1 p.m. Any ideas are welcomed. This presentation would be focused on Assignment Alignment. This presentation would help Adjuncts understand the process. The same format as the January presentation might be able to be used here as well since it is a different audience.
6. **Call for Subcommittee Updates** – The Rubric Review committee looked at the Critical Thinking rubric. Comments regarding the rubric are being accepted until November 22nd, and they can be addressed at the December meeting. The Assignment Depot has had responses from a couple of disciplines. The Economics, Humanities, and Government departments have all responded and declined to submit artifacts to the depot at this time since they are not being assessed for communication or teamwork. The Chemistry department submitted two assignments with worksheets. Two other departments have responded; one department is asking if they are able to still submit and the other is stating that they are working on it and will follow up later. It is suggested that COAT holds to the set deadlines and let departments know that there will be another call for assignments later. The deadline will reduce the risk of assignments falling through the cracks. The idea with the depot is to maximize CARC's time to assess, return for edits, receive it back, and post it before the deadlines. One suggestion is to discuss when during the semester would be a more convenient time for collecting assignments. The calendar is still being worked on for the next twelve-year cycle. The branding committee believes that since the branding icons are going to be an ongoing thing, there needs to be some consistency throughout the branding. A template can be used; the branding committee can throw some ideas around and see what can be done.
7. **Spring Meeting dates and Assessment Days** – The meeting dates will continue to alternate between Monday and Tuesday. The Spring meeting dates are as follows: Monday, January 13th @ 3:00 p.m., Tuesday, February 18th @ 4:00 p.m., Monday, March 16th @ 4:00 p.m., and Tuesday, April, 14th @ 4:00 p.m. The assessment days are scheduled for: Wednesday, June 3rd and Thursday, June 4th. Since teamwork is not assessed and more faculty are participating in assessments, there is the possibility that only one day will be needed for assessment.
8. **New COAT Co-Chair** – Sharon Eaves will be the new COAT Co-Chair and will be starting in January.
9. **Next Meeting, Monday, December 2nd, 4pm, CHEC 225 ~~LATER CANCELLED~~**

11/12/2019

COAT

2019 - 2020 COAT Members

Alexandrowicz, Neal	
Ardis, Bill	
Bailey, Mindi	
Bell, Ellen	
Bierhup, Amy	Sent email about absence
Bowen, Irene	
Brooks, Catie	
Bryant, Levi	
Bzostek Walker, Rachel	
Courtright, Jeffrey	
Deshazo, Jillian	
Eaves, Sharon	
Godbole, Aparna	
Juliano, Lisa	
Kenyon, Lynette	
McMillion, Tonya	
Miyamoto Walters, Melody	
Morgan, Jason	
Morgan, Nick	
Mulcahy, Courtney	
Newby, Karrie	
Perkins, Gina	
Rutherford, Kenya	

11/12/2019

COAT

Scaggs, Carter	<i>Carter Scaggs</i>
Stallings, Steve	Sent e-mail about absence
Starr, Clint	<i>Clint Starr</i>
Tahiro, Mohammed	<i>Mohammed Tahiro</i>
Warren, Jenny	
West, Aaron	<i>Aaron West</i>
Wickett, Julia	<i>Julia Wickett</i>
Wilson, Gary	Sent email about absence
Young, Tyler	
Non-Members	
Castleman, Lacy	<i>Lacy Castleman</i>
Hardesty, Jon	
Hopes, Diana	<i>Diana Hopes</i>
Lopez, Mari	<i>Marisela Lopez</i>
Murph, Karen	
Neal, Cameron	
Weasenforth, Donald	