



Core Objectives Assessment Team (COAT)

Meeting Minutes

January 13, 2020
3:00 PM, CHEC 227

- 1. Reminder about Adjunct Conference in February and call for volunteers to aid in "workshop" style presentation similar to Spring 2019 Faculty Development Conference** – COAT has been asked to present at the Adjunct Conference on February 22nd because there is a concern that the Adjunct Faculty are still not understanding the assessment process. It will be great to have several COAT Committee members help with the presentation in order to have a large panel available to answer questions. It would be nice to mimic last year's style and go through an assessment process so that Adjunct Faculty can see how it is done and how assignments align. It would be more like a workshop instead of a presentation. The presentation will be less than an hour and will be at CHEC. If interested, please let COAT Co-Chairs know. A suggestion about possibly making a training video was made, because it might be helpful in teaching Faculty more about the assessment process. The video could have some quizzes at the end and a certificate could be generated and submitted to the Deans.
- 2. Reminder about opportunities to attend LEAP conference in March** - There are funds available to send COAT Committee members to the LEAP Conference, so if you are interested in attending, speak to Diana or reach out to your Dean. The focus for this conference is on general education. The conference is assessment heavy, so if you are interested in figuring out new and unique ways to assess your classes, then you are encouraged to attend. If you are interested in learning how to build and/or tweak rubrics, it might be beneficial to go. The conference is March 29th – 31st.
- 3. Approve November meeting minutes** – The minutes were approved with a couple of minor changes. The first change is the removal of the December meeting date since that meeting was canceled. There was some discussion regarding the request to move that one ARTS 1301 course to Spring, so the second change that the Committee requested was to specify in the notes that one section of Arts 1301 requested to move their assessment due date and not the entire section of Arts 1301 courses. The Committee agrees that the artifacts for the Arts 1301 course would not be accepted. The Committee voted for not accepting the late artifacts.
- 4. Establish CARC calendar and procedures to start the semester** – Last semester, a notice was sent out after census but maybe the notice will go out much sooner this semester to give instructors sufficient time to know that their class(es) will be assessed and so that the instructions can be given way ahead of time. The CARC window for assessment was suggested to be from January 21st to Monday, February 10th. The email does encourage Adjunct Faculty to speak with discipline leads if there is any confusion or if they need help. It is suggested that the email makes it clear that Faculty should come to the Faculty Development session with an assignment so that CARC can take a look at it.
- 5. *Discuss attendance policy** – Since there are not many COAT meetings, missing one is crucial. The COAT Chairs would like to get an idea about structuring an attendance policy for the COAT committee. Does the committee want to start requiring proxies or not, and how do we want to deal with it? There was a suggestion to stick with one day instead of fluctuating between Mondays and Tuesdays, so this is one issue

that can be voted on. One thing that is a concern is that there are Committee members that are not recognized and it could be because they are not showing up for many meetings. It could be possible that a member gets a few “free” absences, but after those absences the member will need to contact the Chair and/or Co-chair and possibly provide documentation thereafter. The Committee agrees that a proxy will not be needed for COAT. In the manual, it might be a good idea to inform potential members that this is a very participatory committee and that being at the meetings matters and is important. It is also a good idea that if an attendance policy is put in place, that the Deans are also made aware of it so that they will also know the importance of being at the COAT meetings. The Committee will make two formal votes next month – which day to meet and the wording of the attendance policy. The Committee voted that the acceptable number of absences will be three per year. Subcommittee work will be taken into consideration.

6. Discuss Subcommittee plans/establish goals for semester:

A. Discipline-wide Assignment Depot submissions – Very few assignments were submitted. Several departments declined submitting an assignment because they were not up for assessment. Other departments said they didn’t have a department wide assignment so they also declined to submit an assignment. There was a suggestion made to send out the assignment submission offer again, because departments might be better prepared if they know that it is coming and will have more time to get together to discuss. Another suggestion was to make the deadline coincide with departmental meetings. The reasoning behind setting a deadline is because if a deadline isn’t set, Faculty will not submit anything. The deadline can be pushed back to somewhere in the middle of the semester, like March 30th, but these will be for assignments that are not going to be used for the current semester and don’t need a two-week CARC review turnover.

B. Finalize 12-year assessment calendar – Irene has put a schedule together. The calendar proposed draft will be sent out to the Committee and be discussed at the next meeting.

C. Rubric review pick up Critical Thinking & discuss "acceptable"

Teamwork artifacts – The Rubric Review Committee will see if some of the rules can be tweaked for artifacts.

D. Formats for COAT branded materials – If someone wants to play with the PowerPoint to create something striking with the icon and color branding, feel free to do so and send them to the Chairs.

E. Status/editing of COAT policies & procedures – Some policy and procedure changes will be coming up for discussion in the next few meetings. If anyone wants to sign up for a subcommittee or two, please do so, as some of the subcommittees could use more members because they only have a couple.

7. Next Meeting, Tuesday, February 18th, 4pm, CHEC 225

1/13/2020

COAT

2019 - 2020 COAT Members

Alexandrowicz, Neal	
Ardis, Bill	
Bailey, Mindi	
Bell, Ellen	
Bierhup, Amy	
Bowen, Irene	Sent e-mail about absence
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	

1/13/2020

COAT

Scaggs, Carter	<i>Carter Scaggs</i>
Stallings, Steve	<i>Steve Stallings</i>
Starr, Clint	<i>Clint Starr</i>
Tahiro, Mohammed	<i>Mohd Tahir</i>
Warren, Jenny	<i>J. Warren</i>
West, Aaron	<i>A. West</i>
Wickett, Julia	<i>Julia Wickett</i>
Wilson, Gary	<i>Gary Wilson</i>
Young, Tyler	<i>Tyler Young</i>

Non-Members

Castleman, Lacy	
Hardesty, Jon	
Hopes, Diana	<i>Diana Hopes</i>
Lopez, Mari	<i>Mari Lopez</i>
Murph, Karen	
Neal, Cameron	<i>Cameron Neal</i>
Weasenforth, Donald	