Core Objectives Assessment Team (COAT)

Meeting Minutes

February 18, 2020
4:00 PM, CHEC 225

1. **Reminder for adjunct conference –** The Collaborations Adjunct Conference is on the 22nd of February. Neal, Sharon and Lisa will be presenting. They will be doing a similar presention as the one that was done at last year's faculty conference. They will have sample assignments to show. COAT Committee members are welcome to join.
2. **Review attendance policy and vote** – COAT members are expected to attend all meetings. No proxies are needed for absences. Members are being asked to give the Co-Chairs advance notice if they are going to absent. A member will be allowed two absences in a row or three within a year, before a Co-Chair meets with him/her to discuss if their schedule works for the meetings. If not, the member will be asked to roll off and a replacement will be found. Assessment days are not mandatory, but highly encouraged. The Committee is being asked if professional development absences and/or last-minute schedule changes should be exceptions, or if there should be procedures put in place in these instances. Faculty Council does have a special exemption for schedule changes. There are plenty of opportunities outside of the COAT meetings for members to participate, but when it comes to voting, that is when it counts to be present at the monthly meetings. One suggestion was to contact the Dean of a member who is consistently not attending to make their Dean aware and to request a replacement for that member. With this, the committee must determine what is more important for COAT, that a campus is represented on COAT, or that a discipline is to be represented, or do the members feel that a component area be represented. But, this is a future step in organizing the committee. The policy and procedure subcommittee could look at how best to organize all these circumstances. Right now, there is no procedure in place as to whether a member has to be on a subcommittee or not, so this is also something that must be worked out. It might be possible to create a policy that states that a person who has missed three meetings could attend a subcommittee meeting to make up their time that way, if they wish to do so. The following excerpt was added/edited during the meeting: "Members are expected to attend all meetings. Meetings occur once a month (typically) on the second Monday or Tuesday afternoon of the month. Members commit to serve a three-year term and may choose to serve a second three-year term after which they must roll off for one year before being eligible to serve on the committee again. As members are involved with subcommittee assignments and meetings often require an up-to-date understanding of the current issues, proxies for absent members are not necessary or desirable. If a member must be absent from a meeting, the member should contact the COAT Co-Chairs prior to the meeting to inform the Co-Chairs of the absence. More than three absences in an academic year (or 2 absences in a row) will be reported by Academic Services to the COAT Co-Chairs. The Co-Chairs will work with the member to determine if the time commitment required is currently untenable for the member. If so, the Co-Chairs will contact the member's dean to begin the process of rolling the member off and selecting a replacement for the vacated seat. If a long-term conflict exists, then Co-Chairs will determine a reasonable solution for attendance issues. Attendance at the annual spring COAT Assessment Days is strongly encouraged, but not required." Committee members voted to accept the proposed attendance policy.

3. **Review 12-yr schedule and vote –** Everything in the core has to be assessed. Currently, not all the core courses have been assessed. The proposed scheduled is coded so that everyone has their four objectives met at least once in the twelve-year cycle. The schedule is organized in a way that the bulk of the artifacts come in during the Fall semester and a lighter load arrives in the Spring. Math only has three components and the 090 Collin options do as well. Math runs on a nine-year cycle. Overall it is a good plan, because everything is being caught. It was suggested to continue having an assessment calendar subcommittee and for those meetings to be held at the beginning of every year to make sure that any changes are not needed and that nothing is being missed. A footnote could be added to the bottom of the twelve-year schedule form that states that revisions and changes are subject to be changed. There was a suggestion to keep the schedule in sequence and in rotation, rather than repeating. Committee voted in favor of the proposed twelve-year assessment schedule.
4. **Rubric subcommittee reports –**
    - The Rubric subcommittee will meet following the whole COAT committee meeting.
    - The CARC subcommittee has received five submissions this time around. Four came from the English Department and one came from the Biology Department. Three of those submissions were approved, one was sent back for revisions and one was rejected.
    - The Policy and Procedures subcommittee will be meeting soon to discuss the best way to go about filling the committee. There are some component area disciplines that are not represented on COAT nor have had a member serve on COAT. Currently COAT is made of between 3 and 4 members from each *component area*. The committee should consider whether representation by *discipline* or *course totals* may be a better alternative. They may also consider whether campus representation should be a factor and how members would be selected. Any feedback/recommendations are welcome and can be sent to the CO-Chairs.
5. **Approve January meeting minutes –** Minutes approved.
6. **Next Meeting, Monday, March 16th, 4pm, CHEC 200**

2/18/2020

COAT

2019 - 2020 COAT Members	
Alexandrowicz, Neal	
Ardis, Bill	
Bailey, Mindi	
Bell, Ellen	
Bierhup, Amy	Sent e-mail 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	

2/18/2020

COAT

Scaggs, Carter	Carter Scaggs
Stallings, Steve	Steve Stallings
Starr, Clint	Clint Starr
Tahiro, Mohammed	Mohd Tahiro
Warren, Jenny	
West, Aaron	
Wickett, Julia	Julia Wickett
Wilson, Gary	
Young, Tyler	

Non-Members

Castleman, Lacy	
Hardesty, Jon	
Hopes, Diana	Diana Hopes
Lopez, Mari	Marisela Lopez
Murph, Karen	
Neal, Cameron	Cameron Neal
Weasenforth, Donald	