



Core Objectives Assessment Team (COAT)

Meeting Minutes

February 16, 2016
4:00 – 4:40 PM, CHEC – 225

- 1. Proposed assessment schedule:** The proposed 2016-2020 Assessment Schedule was presented. The request was made to change MUSI 1306 to MUSI 1310, in the spring 2017 semester. There was a question about adding new core courses. Currently, these additions have not been approved by the Texas Higher Education Coordinating Board (THECB), but once they are approved they will be added to future schedules. There was a request to look into the Humanities schedule. A motion was made, seconded and approved by the members to accept what was presented with the MUSI update.
- 2. Associate Faculty Conference: Saturday, February 20th, CHEC, Session on what COAT is and what we do begins at 9:00 a.m.:** Mike and Kerry will be presenting at the conference, Saturday. He will explain qualifications and responsibilities of a COAT member. He will also cover the need to complete the assignment and provide the artifact for assessment, as applicable. Other members are encouraged to attend, if possible.
- 3. Membership Terms:** Mike and Kerry are reviewing the current membership and will be sending emails to some verifying their tenure on COAT. Currently, there are 40 members and additional Workforce members will be added fall 2016.
- 4. Assignment Library:** Mike encouraged everyone to add assignments that align with the rubrics to this library. This library will assist faculty on possibilities, of assignments that align with the rubric, for future assessment.
- 5. Noncompliance with submitting assessment artifacts. Encourage individuals to submit their work.:** Currently, some faculty are not providing their artifacts for assessment which can result in unreliable findings. Mike encouraged everyone to send their artifacts as soon as the assignment has been completed, instead of waiting until the end of the semester. It was also suggested that we send a list of the faculty not meeting this requirement to the Discipline Leads.
- 6. Other:** Kathleen announced Dallas County Community College (DCCCD) has paid us a compliment by asking if they could use our rubrics for Social and Personal Responsibilities. They have reviewed other institutions rubrics, but like Collin's the best. The decision was made to allow them to use our rubrics. They have said they will give Collin College credit for these. DCCCD also asked if we could provide examples of assignments. Some assignments are developed by the discipline while others are developed by the faculty. COAT members felt this would need to be approved by the Discipline Lead before being provided to DCCCD.

Kathleen asked if the group would email her with ways they present the rubric(s) to their students so a vocabulary can be built. (Develop desired behavior around them??)

Mike discussed the COAT Handbook he has been working on. This is needed due to the scattered nature of the current set of instructions regarding COAT. Additionally, he discussed the possibility of reducing the size of COAT membership. A sign-up sheet was provided for members that are willing to assist with this project.

COAT Assessment days are June 1st and 2nd.

- 7. Next COAT meeting:** Monday, March 21st, at 4:00 p.m.

February 16, 2016

Last Name	First Name	Signature
Ardis	Bill	Bill Ardis
Bailey	Mindi	Mindi Bailey
Bell	Ellen	Ellen Bell
Black	Millie	
Bowen	Irene	Irene Bowen
Briggs	Cindy	
Brooks	Catie	Catie Brooks
Brown	James Scott	
Bryant	Levi	
Bzostek	Rachel	Rachel Bzostek
Cardwell-Wilson	Meghan	Meghan Cardwell-Wilson
DeRouen	Rich	Rich DeRouen
Francis	Martha	Martha Francis
Gingo	Diana	Diana C. Gingo
Holowinski	Karen	Karen Holowinski
Juliano	Lisa	Lisa Juliano
Kannampuzha	Rajasree	Rajasree Kannampuzha
Kenyon	Lynette	Lynette Kenyon
Kirby	Lisa	
Krueger	Audrey	Audrey Krueger
Loinette	Kerry	Kerry Loinette
Mahon	Susan	
McConachie	Michael	Michael McConachie
McMillion	Tonya	
Meyer	Tracy	Tracy Meyer
Morgan	Jason	
Mulcahy	Courtney	
Perkins	Gina	Gina Perkins
Pierson	Pat	
Rische	Sue Anne	Sue Anne Rische
Rodriguez	Lorena	
Short	Steven	
Starr	Clint	Clint Starr
Wang	Meredith	
Wee	Linda	Linda Wee
West	Aaron	Aaron West

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Last Name	First Name	Signature
OTHERS ATTENDING		
Day	Dani	
Fenton	Kathleen	<i>Kathleen S Fenton</i>
Neal	Cameron	<i>Cameron Neal</i>
<i>Holt</i>	<i>Indalata</i>	<i>Indalata Holt</i>