



Core Objectives Assessment Team (COAT)

Meeting Minutes

October 15, 2018
4:00 PM, CHEC 225

1. Minutes – September meeting date needs to be added to previous minutes, but minutes were approved otherwise.
2. Subcommittee progress reports –
 - a. CARC (COAT Assignment Review Committee) – CARC is currently performing workflow of assignments that need to be assigned to a reviewer to be reviewed, and then returned to instructor. They are working on it, but there currently is no structure. They have done a half dozen so far, with issues that are needing to be addressed. They need to figure out how to return comments to instructors that will be clear. Instructions for submissions also need to be clear to minimize variation. There is a need to set a standard to follow. CARC has had successes so far. Submissions were to be submitted by September 24th; an additional reminder was sent out for assignment review. There appears to be a lot of confusion from faculty regarding deadline, so discipline leads might be the key to helping with clarity. While currently the requests for assignment reviews have been emailed to Rachel and Irene, there could be a possibility of creating a specific email to accept submission emails. This may make submission and feedback return easier and more streamlined.
 - b. Assessment Schedule Subcommittee – They are working on the assessment schedule through 2030. They have started with enrollment numbers for core classes, but they realized this wasn't all of the information that was needed to create the schedule, so they need to figure out how to work in other aspects like frequency of assessment for certain classes. Goal is to get the additional information and create a proposed schedule by mid-February to give the full committee time to process and vote on it at a later meeting.
 - c. Assignment Depot Subcommittee – An email address has been created for assignment depot and is active. The email to submit assignments is assignmentdepot@collin.edu; assignments will go to all the members of the subcommittee and also to Irene, Rachel, Diana, and Indalita. On the website, assignments will be sorted by discipline and competency area. The subcommittee is thinking about having annotations for assignments, but it is not known what they will look like just yet. The next step is figuring it all out. Assignment review committee has said that if something is turned in that is really well done, then permission should be requested to be posted in the Assignment Depot. If faculty is willing to share assignments, they could be included. Submissions will be looked at before being posted and faculty is also asked why they think the assignments submitted are good and work well for the assignment depot. Things posted on the assignment depot should have COAT stamp of approval and will be made available to faculty to use if they would like to do so. Assignments need to be aligned with the rubrics. Committee is still trying to figure out the annotation part and how to help faculty know what assignment fits. The subcommittee is also trying to figure

out how to standardize the information. Roughly 10 assignments have been submitted so far. The assignments that have been submitted already are pretty much done, but they will look at the ones coming in from now on. Any member of COAT, theoretically, can review assignments. There can be a standing subcommittee to review assignments to post into depot. And work might have to be divided. Subcommittees can share work with each other. Same process can be used by subcommittees.

- d. Rubric Review Subcommittee – They are making progress with social responsibility rubric. Action language with previous rubrics caused a lot of problems, so they need to see if social responsibility is more about if students understand the impacts of their actions to the world around them. Research has been done on social responsibility rubrics from other institutions and it seems that there is a lot of flexibility in how it is structured. The plan is to move on to the critical thinking rubric next. Creativity component is going to be difficult. Mock assessment will be done once social responsibility is worked out and will be brought before committee to test out. They need to move forward quickly as deadline is end of this academic year.
3. Call for Co-chair nominees/volunteers – Proposed membership terms; will be discussed in November meeting. Requires time commitment at beginning and end of semester, but has been easier when competencies have been reduced. Term as member of COAT is different than co-chair term. Terms can also be discussed in November. Co-chair term is two years. Everyone is allowed to continue on after their term this year.
4. Call for COAT January/ Faculty Development – Ideas and suggestions: assignment alignment professional development workshop to help faculty; CARC meeting – look at the assignments that are being assessed in spring - personal responsibility and empirical and quantitative - and invite the faculty to bring in assignments to have them assessed.
5. Conference Presentation Topics - No discussion
6. Next COAT meeting: November 06, 2018 / 4:00 PM / CHEC 225

10/15/2018

COAT MEMBERS

Alexandrowicz Neal	Neal Alexandrowicz
Amerson, Cyndie	Cyndie Amerson
Ardis, Bill	
Bailey, Mindi	
Bell, Ellen	Ellen Bell
Bowen, Irene	Irene Bowen
Brooks, Catie	
Bryant, Levi	Levi Bryant
Byrnes -Loinette, Kerry	Kerry Byrnes-Loinette
Bzostek, Rachel	Rachel Bzostek
Courtright, Jeffrey	Jeffrey Courtright
Deshazo, Jillian	Jillian Deshazo
Eaves, Sharon	Sharon Eaves
Francis, Martha	
Godbole, Aparna	Aparna Godbole
Hopes, Diana	
Juliano, Lisa	Lisa Juliano
Kenyon, Lynette	Lynette Kenyon
Makokha, James	
McMillion, Tonya	
Miyamoto, Melody	
Morgan, Jason	
Morgan, Nick	
Mucahy, Courtney	Sent e-mail about absence

10/15/2018

COAT MEMBERS

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