



Core Objectives Assessment Team (COAT)

Meeting Minutes

September 19, 2017
4:00 PM, CHEC – 225

Rachel called the meeting to order at 4:00.

1. Teamwork Instructions – There was discussion about the Teamwork instructions and that there is some disconnect between the various instructions on different documents. Kerry and Rachel tried to clarify that and have sent out the first round of reminder emails.

Faculty whose courses have been selected to submit artifacts this semester will receive three reminder emails through the semester. If after the final email no artifacts have been submitted, their Associate Dean will make contact.
2. Co-chair Selection – The team has need of a co-chair in place by November. Kerry's term ends this year. Though in the past this job has been very time consuming, because the word about COAT is getting out and people are more aware of its importance, the job has become less so. This time burden is also helped by the established Sub-committees.
3. Changing of Procedures Manual – There were a few simple changes to the procedures manual regarding the sub-committees. There was no need to vote on these changes at this time. A revision date will be added to the document and the committee will vote on all changes once a semester.

Anyone who would like to assist with making revisions to this document can let Rachel know and she will send you a copy of the Word document.
4. Meeting Minutes – The questions regarded an error in the future meeting times. The minutes were accepted with this change.
5. Calendar:
 - a. Monday, October 16, 2017 – 4:00 PM, CHEC 225
 - b. Tuesday, November 14, 2017 – 4:00 PM, CHEC 225
 - c. Monday, December 4, 2017 – 4:00 PM, CHEC 225
6. Discussion:
 - a. The first Faculty Reminder was sent out the last week of August.
 - b. There were some questions about assessments from online courses. It was mentioned that the submission of online threads was not very acceptable. These artifacts are very difficult to assess. It is difficult to determine the flow of conversation.

- c. There was a question about making the rubrics Canvas Rubrics. Rachel has a plan to do this this semester.
 - d. Everyone was encouraged to sign up for the standing committees. There was discussion about adding a third standing committee to review the Procedure Manual.
7. Sub-committee Meeting: After the meeting adjourned, the subcommittees met and discussed their tasks.
- a. Questions came up about looking at the rubrics for ease of use. It was noted that the rubrics are not set in stone. It was also mentioned that one assignment could be used to assess more than one rubric.
 - b. The Assessment Schedule meeting discussed the blend of courses being assessed and why some seem to come up for assessment more often.
8. Next COAT meeting: Monday, October 16, 2017 – 4:00 PM, CHEC 225