**Central Oregon Community College**

**Learning Outcomes and Assessment Committee Meeting Notes**

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| **Date:** | 4/05/2019 | **Facilitator(s):** | Sarah |
| **Time:** | 2:30-3:30 pm | **Notes:** | Vickery |
| **Place:** | OCH 141 | **Agenda Maker:** | Sarah |

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| **Attendees:** | Christopher Hazlett | X | Mindy Williams  | X | **Guests:** |  |
| Jessie Russell |  | Sarah Fuller | X | Betsy Julian |  |
| Kirsten Hostetler | X | Vickery Viles | X |  |  |
| Michele Decker | X | Wayne Yeatman | X |  |  |

Agenda

(Action items and person responsible in red)

1. Call to order, Chair
	1. Review of previous meeting notes, All

Reviewed and approved notes from 2/13 and 2/13.

* 1. Discuss spring meeting schedule (5 minutes)
		1. Friday April 19 (8-9:15 or 2-3)
		2. Friday April 26 (8-9)
		3. Friday May 17 (8-9:15 or 1:30-5)
		4. Friday May 24 (8-9:15 or 1:30-5)
		5. Friday June 7 (8-9:15 or 1:30-5)
* Vickery will set up meetings on the above dates from 8-9am.
1. Summary of Forms Updates (5 minutes)
	1. Clarification of abstract versus how the tool measures each outcome
	2. Approval of other edits (drop down lists, highlighted areas)
* Confirmed changes to forms (made some minor improvements).
* Revisited closing the loop issues from previous meetings
* Should assessment require a second measure?
* Collect data on a target rather than repeat exact data collection
* Extension of due date for courses that aren’t offered with great frequency
* Adjustment of assessment methods to collect data on improvements
* If assessment is about improvement, what happens with all the projects that determine they have “met outcomes”.
* Is the term “closing the loop” universal?
* Review of cycle, are we looking at changing it?
* V to check to see if Assessment training was recorded.
* Determined that our forms are complete as they are; we may have changes with closing the loop as we have more proposals.
* Forms are ready for 19-20
* VV will check details on forms (dates, footer, lines on rubric) and load to web
1. Proposed work plan for future meetings
2. Discussion buddy/mentor system to assist faculty with getting feedback/help prior to submission of forms
* Buddy system
* Need to meet with people this spring
* Quick review of status of reports, perhaps the people who turned in a plan but didn’t do the next step need a buddy?
* Use buddy’s from previous LOA membership, other faculty who have skills
* Is there any chance that we would have a faculty assessment position?
	+ Hasn’t been proposed
* Review of Vickery’s draft of an assessment strategy template, could this be a format for buddy’s to use?
* How do we structure buddy system?
* With PIRT, buddy reaches out to set up a time, use of buddy not mandatory
* We need to generate a list of buddies (LOA plus)
* Should we call them “buddies,” will that cause confusion with PIRT?
	+ Chum, coach, comrade, amigo, compadre
* LOA Homework: Email names and title to Vickery by Friday, April 12.

Meeting ended before progress on the other items.

1. Prepping work for 19-20

Cultural Literacy project

Overview of program assessment projects

 Schedule

 Reschedule 18-19 projects that were scheduled but no plan

 Delete 17-18 plans that were not finished and reschedule

 If 18-19 plan,

Analyze report is due Nov. 1, 2019

Closing the loop is due June, 2020

1. Assessment Day Focus and Action Agenda (spring term)
	1. Agenda
	2. Awards
2. Chair for next year

Parking Lot/Future meetings:

* Committee Structure – does it need to be changed to better serve the workgroups that review projects and how it integrates with the mentoring system?
* Cycle for GE courses offered with very little frequency
* Closing the loop: measuring twice
* Lead or captain for GEGs?