**Central Oregon Community College**

**Learning Outcomes and Assessment Committee Meeting Agenda**

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| **Date:** | 4/19/2019 | **Facilitator(s):** | Sarah |
| **Time:** | 8-9 am | **Notes:** | Vickery |
| **Place:** | OCH 141 | **Agenda Maker:** | Sarah |

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| --- | --- | --- | --- | --- | --- | --- |
| **Attendees:** | Christopher Hazlett | X | Mindy Williams  | X | **Guests:** |  |
| Jessie Russell | X | 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
2. Discussion buddy/mentor system to assist faculty with getting feedback/help prior to submission of forms
	1. Sarah update
		1. Status of proposed buddy list
			1. Add Sara Henson, Jane Denison-Furness, Jessie Russell (missed from list)

Amanda Layton

Amy Howell

Anne Seelig

Cat Finney

Jane Denison-Furness

Jane Morrow

Jason Lamb

Laura Hagan

Lynn Murray

Monica Vines

Ron Boldenow

Sara Henson

Shannon Waller

Tony Russell

Wendi Wampler

Zelda Ziegler

LOA:

Christopher Hazlett

Jessie Russell

Kirsten Hostetler

Michelle Decker

Mindy Williams

Sarah Fuller

Wayne Yeatman

* + 1. Need to clarify terms: buddy, guide, etc.

Suggestions for the name of their role:

LOA Pals

LOA Guide

LOA Friend

LOA Mate

Assessment Coach

Assessment Guide

* + - 1. Would it help to use the same term as PIRT and build on the meaning?
			2. Avoid “LOA”
			3. Helper vs Buddy
			4. Decision: Assessment Buddy (not unanimous but majority)
	1. V update:
		1. Meeting with Betsy, general strategy
			1. Betsy is supportive, interested in taking a role to invite faculty and hosting meeting (meal?)
			2. Vickery will bring list of attendees to Eric to begin scheduling a session (breakfast or lunch)
		2. LOA: Need to identify role, steps for buddy
			1. Ideas for meeting structure:
			2. Welcome, Celebrate them
				1. you are invited because you have done good work
			3. Basics of committee
				1. Assessment big picture
			4. Their role
				1. Buddy through the life of the project (similar to PIP)
				2. Buddy should help them complete assessment strategy template

Sets them up with actual strategies, timelines

V will edit to replace years with steps

* + - * 1. Asst blast communication (Vickery? Chair? Betsy?), followed by initial communication

Provide template emails to buddies

Mindy will write template email for buddies

* + - * 1. Should we limit our scope and use only LOA members as mentors to buddies this year?

That is fallback if we don’t have any takers

* + - * 1. LOA does logistical stuff

VV does more communication blasts

* + - * 1. V Create web page with buddy resources
			1. Model: Role play work with template
				1. CTE and GE
				2. Timelines process
				3. Forms
				4. Need role play people identified: Jessie, Sara, Mindy, (Michele??)

Can do a video if role players can’t attend meeting

Library has a camera

* + - * 1. This reflects the culture of assessment we are cultivating: make this fun (superhero), not a big deal, coffee, etc.
			1. Conclusion
				1. Opportunity to sign up as a buddy, pick project
				2. Deadline to sign on after the meeting
				3. Option to opt out
		1. Role of buddy notes
			1. Assign a buddy rather than expect the assessors to reach out
			2. Do we pilot this with just LOA?
				1. PIP buddy is part of review process, this could be part of rubric evaluation?
			3. How much do buddies reach out?
				1. A few times
				2. Like PIP, some may reach out weekly, some less frequently
	1. Next meeting: Plan meeting, task list
		1. Need a date for buddy meeting—targeting May 3?
			1. Vickery will ask Eric to take a look
		2. Homework for role players: work on possible scenarios/content for their role play

Future Meetings:

* + - Friday April 26 (8-9)
		- Friday May 17 (8-9) HCC 301
		- Friday May 24 (8-9)
		- Friday June 7 (8-9)

Parking Lot/Future meetings:

* Chair for next year
* 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?