**Central Oregon Community College**

**Learning Outcomes and Assessment Committee Meeting Agenda**

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

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

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. Status of the invite from Betsy to our buddy nominees (Vickery)
   2. Outline the Structure of Buddy Training (see attached draft agenda on the next page, Sarah)
   3. Buddy Resources
      1. Web (Vickery)
      2. Email template (Mindy) Editing suggestions

Future Meetings:

* Friday May 3 (8-9:30) Buddy Recruitment
  + - 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?

Buddy Recruitment Agenda (Draft)

May 3, 2019 8-9:30 am (Tentative)

1. Welcome: Why we thought you would be good assessment buddies.
2. Assessment: The BIG Picture
3. The role of the assessment buddy
   * + - 1. Buddy through the life of the assessment project (similar to PIP) – usually about a 2 year cycle
         2. Direction to resources on the intranet
         3. Sounding board for ideas
         4. Initial communication would come from Betsy? Vickery? LOA Chair?
         5. Buddy reaches out via email a couple of times in the process but help is optional
4. Model: Role Play the buddy process in four, ~5 minute each, segments
   1. Segment I: Spring Meeting – Worksheet
   2. Segment II: Assessment Day 2019 - PLAN
   3. Segment III: Assessment Day 2020 – ANALYZE
   4. Segment IV: Spring 2020 – CLOSING THE LOOP
5. Questions.
6. Conclusion: Opportunity to Sign Up or Opt Out