LOA meeting notes

Friday, October 20, 2017

1. Call to order (5 minutes), Vickery
	1. Attendees: Sarah Fuller, Jason Lamb, Deborah Malone, Shannon Waller, Vickery Viles, Mindy Williams, Wayne Yeatman, and Betsy Julian
	2. Notetaker this meeting: Mindy
2. Review of Charge, Wayne

We reviewed our committee charge on the LOA website.

Mindy mentioned missing information on the Academic Affairs website.

1. Review of 2016-17 work
	1. Betsy will remain a standing guest for our committee; Michele’s schedule won’t allow her to join our meeting in the Fall.
	2. End of Year report: we discussed Vickery’s end of the year report and agreed it was a comprehensive account of our history and our work. We discussed where and how to distribute the report and concluded we should share it with Shared Governance and Academic affairs. If we have any changes to suggest, those should go to Vickery before next Friday, October 27, 2017.
2. Structure of meetings for 2017-18, Vickery
	1. Web site, N drive: we discussed how best to store our materials in the future. Vickery will give us access to post agendas and notes on the web. We will continue to make these materials publically available on the COCC website.
	2. Conducting meetings: frequency, duration, notes. All meetings are set up for Fall and Winter. We discussed the pros and cons of several different models of reviewing completed assessment plans, including all together; developing primary and secondary readers; and dividing the work between GE and CTE. We will continue to mull this question over.
	3. When should we set up winter, spring meetings: we will move our meeting time slot to 1-2 p.m. in the winter and spring.
	4. Review of agenda template (Parking Lot): we discussed which agenda items we should remove from the parking lot and which ones we believe are still ongoing. Vickery will update the agenda form to reflect this conversation. Specifically, we discussed some updates to Transfer in Health and Information Literacy.

Betsy also mentioned an offer to attend the OCCAI live-streaming event on Friday, October 27, from 9-3 in MET 208 &/or214.

1. Election of chair: Mindy volunteered and was elected chair.
2. Plan for next meeting, All: the plan for the next meeting is to work on norming our feedback. Mindy will not be able to attend the meeting on 11/3/17.
3. At the conclusion of our meeting, Betsy thanked us for a successful Assessment Day. She will provide a follow-up survey to faculty soon and we can look at the results in the winter quarter.