**Central Oregon Community College**

**Learning Outcomes and Assessment Committee Meeting Notes**

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| **Date:** | 2/16/2018 | **Facilitator(s):** | Mindy |
| **Time:** | 12:30-1:30 | **Notes:** |  |
| **Place:** | OCH 141 | **Agenda Maker:** | Vickery and Mindy |

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| **Attendees:** | Sarah Fuller | x | Vickery Viles | x | **Guests:** |  |
| Jason Lamb | x | Mindy Williams | x | Betsy Julian |  |
| Deborah Malone | x | Wayne Yeatman | x | Jenni Newby |  |
| Shannon Waller | x | Zelda Ziegler | x | Julie Downing  |  |
|  |  |  |  | Michael Fisher |  |

Meeting notes

1. Call to order (5 minutes), Chair

We briefly recapped the February 2 meeting.

1. Review and revision of forms (50 min)
	1. We began by looking at an example of a dean’s feedback to faculty. We discussed whether or not we should change this process next year: should we include the deans earlier in our review process? in a norming session perhaps? Are there benefits to normalizing the process by which deans’ feedback is delivered?
	2. We spent the majority of this meeting discussing the problems in our current Assessment Plan form and have posted comments on that draft that we will revisit when we revise the form for next year.

Next meeting:

March 2 (OCH 141 at 12:30)

We will continue with the form review process, hopefully finishing the Assessment Plan form and moving on to the rubric.