**Central Oregon Community College**

**Learning Outcomes and Assessment Committee Meeting Agenda**

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| **Date:** | 5/25/2018 | **Facilitator(s):** | Mindy |
| **Time:** | 3:15-4:15 p.m. | **Notes:** | Vickery |
| **Place:** | OCH 141 | **Agenda Maker:** | 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 | Michele Decker | **x** |
| Shannon Waller | x | Zelda Ziegler | x |  |  |
|  |  |  | x |  |  |

Agenda

(Action items and person responsible in red)

1. **Call to order (5 minutes), Chair**
   1. Review of previous meeting notes, All (Approved)
   2. Notetaker this meeting: Vickery
2. **Discuss GEG & CTE assessment awards (10 minutes), All**

The CTE group identified three projects for awards and identified positive aspects of each. These notes will form the basis of a letter presented to the faculty; we don’t have to have the letter until fall term Assessment Day. Mindy volunteered to write drafts of the letters in the future.

The GE group identified suggestions for fun categories of awards, but had identified eight potential awards. There was consensus that this is too many and there should be some parity with the number of CTE awards. Discussion ensued:

* Encouragement for formative projects.
* Deemphasize the enormity of an entire best practice project.
* Use humor, we need some lightness (that created some concern about presenters at Assessment Day; Jason volunteered that he could present).
* Need to show that good work can take many forms since we are diverse.
* Don’t emphasize every element of an award winning project (maybe use parts as examples).
* Incorporate this with an unveiling of web resources.

Mindy volunteered again, this time to coral GE into categories alongside the CTE awards and draft some comments.

1. **Discuss Assessment Day plan (40 minutes), All**
   1. **Structure?**
   2. **Schedule?**
   3. **Locations?**

Assessment day will be an opportunity to unveil the web resources, including the revised form and rubric and incorporate the awards into the process. Discussion ensued:

* Betsy’s intro to last year’s GE group was perfect: you are already do this but I need to be able to prove it.
* Potential agenda:
  + Welcome
  + Here’s what we did last year.
    - Web site resources
    - Process
    - Revised forms, rubric, examples
    - Awards
  + What’s coming this year?
    - Status with pie charts
* Breakfast instead of lunch? Lots of brainstorming around structure when people have various duties.
* Should LOA be available to help? Help topics could include:
  + Writing outcomes (do people still need this?)
  + Making a schedule (this is really designed program assessment)
  + Analysis (Tony can’t be beat for displaying data)
  + Help with making a plan (Zelda had some great ideas)
  + Review by LOA for just-in-time feedback.
* Should help be formalized, so chairs ID what sessions will be used by whom (more likely to attend)
* The full day is available
* Does LOA have the authority to make it a half day
* If folks leave early, the time has still been made available to them
* The outgoing members of LOA were willing to help with Assessment Day since the new members don’t have context (putting this in red ☺)
* However, some members would like to do assessment work instead of helping.
* People who have more work should come earlier (how do you do this)
* Information about the resources and forms should be available at the beginning of the day so it can be used.
* Use the chairs for assistance
  + VV: We will likely do some organization at Chair work days, invite LOA and whoever can attend can come w stipend
  + LOA would meet again prior to Assessment Day

See notes in N drive for further notes.

1. **Recruiting new at-large members for next year (5 minutes), Mindy**

There are three faculty ending their service on LOA (Shannon, Jason, Zelda). One faculty member ran for an open 18-19 LOA seat in the spring election. Mindy knows of another who will run but it won’t be posted until the fall, and Michele indicated she may run in the fall.

1. **Plan for final meeting of the year (5 minutes), All**

Ideas:

Further conversation about structure of assessment day.

Further LOA presentation at the gathering of all faculty (breakfast? Lunch?)

Next meeting:

June 8 (OCH 141 at 3:15 pm)?

Parking Lot/Future meetings:

* Structure/Framework at COCC (winter or spring topic)
* Professionalism – particularly in CTE programs
* Lead or captain for GEGs?
* Review of web resources (internet vs intranet)
* Change in LOA membership structure