**Learning Outcomes and Assessment Committee Meeting Notes 4/25/2019**

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| **Date:** | 4/25/2019 | **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

* Notes look okay.
* Sarah used notes and our previous discussion to draft an agenda for the meeting to introduce the idea of assessment buddies.

1. 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)

* Betsy has a draft of the invitation and Eric checked in with her yesterday to see if she was ready to send. He will check in this afternoon (she is booked all morning).
* Consensus that the May 3 date is still the best, despite concerns about short notice.
  + Faculty participants outside of LOA do not have any preparation to do.
  1. Outline the Structure of Buddy Training (see attached draft agenda on the next page, Sarah)
  2. Buddy Resources
     1. Web (Vickery)
     2. Email template (Mindy) Editing suggestions
* Sarah and Jessie met to discuss role play with interludes.
  + They drafted four segments to illustrate the concept that the buddy is there for an extended time
  + Costume changes ☺.
  + Each segment would have some common questions.
  + Sarah and Jessie meeting Tuesday, Kirsten will join them with a camera and will video (may or may not have a product since there isn’t a lot of time to fully develop)
* Jessie and Mindy will not be in attendance on May 3
  + Jessie is working on role model, Mindy drafted template email and is working on update the agenda today
  + Assigned roles for meeting and refined—see separate document
* Mindy will refine notes and do an agenda (may need to be edited based on any changes we make up to the meeting.)
* Reviewed template email.
  + Buddies can always edit
* Reviewed buddy web site concept
  + This would be a resource for buddies, may or may not be helpful.
  + Chris will send Vickery his idea for visual links.
* 2019-20 Chair discussion
  + Will be someone who is continuing
  + Jessie is becoming HHP Chair next year
  + Kirsten is saying no because next year is her dissertation year
  + Christopher holds a three year position, was not averse to chair role
  + No decision beyond discussion

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