**Central Oregon Community College**

**Learning Outcomes and Assessment Committee Meeting Notes**

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| **Date:** | 6/7/2019 | **Facilitator(s):** | Sarah |
| **Time:** | 12:30-2:15 pm | **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

* Approved.
* Reviewed status of buddy contact

1. Assessment Day Planning
   1. Draft Agenda on next page
   2. Choose Awards: One PLAN; One ANALYZE; One CLOSING THE LOOP

* HUM 230 shouldn’t be an award because the course was canceled (can change to Kristen’s)
* Sarah brought some examples of potential awards in each of the three stages
  + HUM 230 Plan
  + MTH 105 Analyze
  + PHM for Closing the Loop
* Christopher’s list
  + CIS Web devo PLAN
  + Analyze ECON
  + Closing the Loop ECON (this was switched in discussion but this wasn’t Chris’s original recommendation)
    - Reviewed this one; it is the first GE closing the loop, but it is based on improvements to the assessment approach and not to learning or achievement of the outcomes
* Discussion of Closing the loop
  + Improvement does not have to be in content but can be in improving and discussing pedagogy
* Sarah, Vickery, Jessie volunteered to make homemade treats
* Will continue work in the summer
  1. Posters or other interactive with these examples
* Award activity ideas
  + Instead of posters, should we do handouts with award projects?
  + When they sit at a table, if plan is there with questions (wedding trivia example)
* Sarah and Kirsten and Christopher will plug away at the activity focused on the awards
  + (let Vickery know if this is a summer stipend affair)
* Need to check in with faculty prior to sharing their materials in an activity
  1. Resource Tables – what does this look like?
* Resource tables
  1. Plan table: Mindy
  2. Quick questions and Rescheduling: Vickery
  3. Analyze: Sarah
  4. Closing the Loop: Jessie
  5. Strategy: Michele
  6. Float: Christopher, Kirsten, Wayne
* Themed tables, margaritas, yellow brick road, chutes and ladders, posters that tell a story?
  1. Summer Prep Work, stipends?
* Let Vickery know as soon as possiple
  + 1. Status report
    2. Posters/other?
  1. Identify meeting in September prior to Assessment Day
* Invite Christopher, Jessie to chair work days (first week in September)
* Exiting faculty okay working through Assessment Day
  + They can opt out too
* Set up meeting on September 12 or 13 (invite Jake)
* Wednesday September 18th = Assessment Day
* Training new faculty?
  + V bring to TLC Jim Ellis for Friday: new faculty orientation
* Breakfast buffet was really good
* How to achieve the outcome of every faculty member can explain how program level assessment works?
* Discussion of how to support people turning stuff in?
  + Sustainable process for submitting and tracking
  + Add to parking lot for next year
* Vickery needs to move closing the loop resources to web.

1. End-of-Year Report

* Vickery will send to you for comments.

1. Clean-Up of Parking Lot

Parking Lot/Future meetings:

* ~~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?
* Sustainable Program Assessment Management

Future Meetings:

* First Week September Chair Workday Attendance?? (Christopher, Jessie)
* Thursday or Friday September 12th/13th LOA Meeting Finalize Assessment Day Planning
* Wednesday September 18th Assessment Day

Assessment Day Draft Agenda

8:30-9 am Breakfast

* Quiz Worksheet Questions on Tables, Examples of Projects – (Sarah)

9-10 am

* Welcome (Betsy)
* Status of Assessment Projects (Vickery)
* Review of Resources (Kirsten)
* Updates to Process with Emphasis on Closing The Loop (Mindy)
  + Discussed emphasis on improvement to teaching and learning, includes reassessing the improvements – open-minded as to the form that the reassessment takes
* Buddies (Christopher)

10-10:30 am Move into Groups CTE and GEG (Jessie)

* Discuss answers to the handout questions
* Review answers to the questions – little competition between groups on the answers

Awards integrated with Jessie’s review of the questions about the posters (Sarah & Wayne)

* Limited Number – one Plan, one at Analysis, one full Closing the Loop
* Emphasis on Analysis and Closing The Loop
* Display what was done – Talk about it.
* Presentation of awards

Work Plan/Check-In with Dean as to where you are going to work and what you are working on. (Michele)

10:30-11:30 am Resource Tables Staffed by LOA members