**Central Oregon Community College**

**Learning Outcomes and Assessment Committee**

**Meeting Notes**

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| **Date:** | May 8, 2020 | **Facilitator(s):** | Christopher |
| **Time:** | 10:00-11:00 pm | **Notes:** | Vickery |
| **Place:** | ZoomMeeting ID: <https://cocc.zoom.us/j/99648230693> | **Agenda Maker:** | Christopher |

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| **Attendees:** | Christopher Hazlett | x | Jake Agatucci | x | **Guests:** |  |
| Jessie Russell | x | Beth Palmer | x |  |  |
| Kirsten Hostetler | x | Vickery Viles | x |  |  |
| Michele Decker | x | Zelda Ziegler | x |  |  |

**Agenda:**

1. Log in, Un-mute, Call to order (5 minutes), Chair
	1. Review of previous meeting notes, All
* Previous notes looked good.
1. Update: The Pandemic’s Effects on Spring Assessment Projects & Chairmoot
	1. ABS on LOA question
* Several LOA members attended a recent chairmoot to offer assistance to anyone working on an assessment project, and to encourage people to keep momentum going on their projects.
* ABS got feedback on their projects this year (they have not in the past). Jenni asked if LOA should have an ABS instructor on the committee.
	+ An ABS rep could be either a new position on the committee or could run for an “at-large” existing position.
	+ Let’s not expand the committee (we tend to do that); let’s allow them to fill an at-large position.
	+ We haven’t had a full slate of nominations for committee openings, filling mostly in the fall, so including ABS would make sense.
	+ If ABS instructors want to join, they should be able to. It helps one understand better the functions in that area.
	+ There are 2 at-large positions open next year.
	+ There have been 6 ABS faculty attending assessment day; creating a designated position may be a hardship for them to fill with only 6 people.
* Christopher will check to see if any GP documentation needs to be edited and will invite them to run for an at-large spot.
1. Assessment Day (AD) Planning
	1. Remote Assessment Day
* It appears that AD will be in a different format in September than in the past (we know that groups >50 people will not be allowed due to COVID-19).
* Last year:
	+ Activity had sample projects.
	+ Faculty were split by CTE and transfer.
	+ Had lots of positive engagement and feedback from that activity.
* Can we bring groups <50 together?
* Significant benefits to having something asynchronous
* Could we pair up and deliver something to smaller groups over the first two weeks of return?
* Will exiting members (Zelda, Jessie, Kirsten) participate? Yes, Kirsten depending on things outside of her control
* Can each LOA pair deliver content to a smaller group and combine with asynchronous (homework?) content?
* We could record this in zoom for others to watch
* 4 sessions, each with a LOA pair
* Content
	+ Last year
		- Welcome
		- Changes to our system/update/status
		- Recognition
		- Activity
	+ How to do Recognition
		- Could prepresent on zoom and post the zoom recording
		- Before AD or on AD?
			* Before could work
			* On AD would help college community know that faculty are doing good work on this day
	+ How long will we still treat assessment day as a day, should we just use it as a work day. It’s so nice to have a chance to work.
	+ Our content should drive the agenda; if we don’t have any work to do on sharing, refining, improving our system then we should not have a program
	+ We had discussed the need to help faculty understand the feedback process, and to practice using the rubric as a way to better understand how assessment and the reporting works.
	+ The program part of assessment day has become compressed each year; last year it was pretty short
	+ Stick to compressed schedule
	+ Potential agenda:
		- Welcome, big picture
		- Placeholder for recommendation from NWCCU
			* Use that as an opportunity for celebration of progress
		- Awards via zoom bomb (prerecorded presentation)
		- Activity using feedback rubric
		- Close
	+ If faculty are not receptive to feedback, are we opening a can of worms?
		- This might be the best way to create more understanding of feedback
	+ We can do all of these sessions at the same time or do them at different times
	+ We can prerecord Betsy/accreditation part, Vickery/status (brief)
	+ Faculty should do the welcome
* Homework
	+ Awards: Vickery and Christopher will work on this
	+ Fake projects for activity
		- Plan, Analyze, Closing the Loop for each of CTE and Transfer
		- They should be fictitious
		- Good model vs needs improvement?
		- Beth will do CTE reports
		- Jake will do GE reports
		- Christopher will work on the prompt
	+ Who goes into which groups?
		- Should the groups reflect where they are in the process (don’t send someone to Closing the Loop when they haven’t done a Plan)
		- We can assign them, allow chairs to assign, or let individuals decide
		- Focus on next meeting
		- Vickery will send a list of faculty out
	+ Zoom invite-tbd
	+ Recordings (Betsy, Vickery, other?)-tbd
	1. Responding to Accreditor’s “Refining” suggestion
1. Choose new LOA Chair
* Returning members next year: Christopher (current chair), Michele, Beth, Jake
* Michele is overwhelmed with her workload due to COVID-19.
* Beth: ditto.
* Jake: busy fall term.
* Could Christopher chair again?
* There is a precedent in other committees.
* He is not unwilling (I thing the actual term was not “unamenable”).
* Should we rotate with Christopher chair and Jake set up to be the chair after that?
* Should Christopher and Jake co-chair?
* Christopher will chair Fall 20-21 and work with Jake to determine who will chair the rest of the year.
1. Benchmark Discussion
* Next meeting

**Spring term meetings:**

* May 22nd, 10:30-noon (Christopher will invite.)
* June 5th, 11-noon (Christopher will invite.)

**Parking Lot/Future term meetings:**

* Refining course, program, college assessment system in light of accred. visit
* Further work developing “Buddy” Program – identifying & contacting new “Buddies”
* Assessment System & Sustainability; Assessing Our Own Assessment Systems
* Committee Formation