**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:** | Zoom Meeting 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