

November 6, 2013

To: Kerin Hamidiani, Nancy Garcia, Suzanne VanWert, Rick Lizotte, Judi Ciampi
Re: Minutes of the November 5 HOAP Committee meeting

Discussion at this meeting concerned the spring 2013 institutional assessment of oral communication, one of the college's core academic skills.

Amy Callahan, this AY's PIF supported oral communication coach, is now working on a simplified version of the AAC&U's Oral Communication VALUE rubric. This will be the rubric used for the institutional evaluation of students' oral communication products.

The process will be somewhat different from that used in the past, which involved gathering products for centralized rating. For oral communication, the rubric will be distributed to faculty who have "eligible" students in their classes, and the faculty will be asked to use this rubric when rating their students' presentations. Then, faculty will submit copies of these rubrics to us for further analyses. Students who "opt out" will not have their rubric submitted to us.

We discussed at some length the issue of having second raters for the students' oral presentations. We discussed training a group of faculty members to act as second raters and "sign up" to go to classes when students will be presenting. The logistics of doing this – having second raters available day and evening and multiple times for a single class – led to our deciding against this. The training of classroom faculty would also remain an issue, and this was also thought to be logistically impossible.

In the end, we decided to have just the individual faculty members in the classrooms do the ratings, but we would encourage them to take advantage of the PIF supported Oral Communication VALUE rubric training sessions to be held in the spring. Also, it was reasoned that many faculty had already had VALUE rubric training in the 2012-13 and fall 2013 PIF workshops.

In November/ December, following usual procedures, all faculty will be sent a note informing them of our spring institutional assessment plans. The rubric we will use will be provided. Faculty will be encouraged to, if not already a part of their spring classes, include an oral communication assignment that could be assessed with the rubric provided.

Then in January, faculty will receive a reminder note. In February, after freeze date, faculty with identified students will be contacted, and asked to let us know whether they will have an oral communication assignment. If so, sufficient number of rubrics will be provided for their class, and we will obtain dates to collect them.

Importantly, all faculty participating will be encouraged to participate in one of the spring PIF supported oral communication rubric training sessions, for which a stipend will be available.

We decided to next meet in February to review the progress of this project.