

MEETING NOTES

Oral Communication Learning Community 2016-17

January 24, 2016

10:10 to 11:00am (35-319b)

Membership

Academic Programs, Jack Phelan, Mary Pedersen, Bruno Giberti, Student Affairs: Trevor Forzetting; CLA: Richard Besel, Bethany Conway, Cassandra Carlson Libray: Kaila Bussert

Agenda Item	Action Items & Context	Responsible Parties	Due Date
LOWER DIVISION ARTIFACTS	Four new sections of speeches are available for collection and preparation. Graduate student Assistant has instructor authorization to download the artifacts and upload to you-tube. The mismatch on the Dominique Bredeson's student name and number of speeches is resolved and ready to be fixed.	Graduate Student Assistant - APP	1/27/17
Preparation timeline for Winter quarter norming and scoring	The committee will ask for example speeches (good, bad and mediocre) from the instructors.	Richard Besel; Cassandra Carlson; Bethany Conway	Not set
	Jack P. will talk to Katie Tool to secure the rooms and look at the schedules of the scorers. Each norming session will be two (2) hours long. Probable dates and times are as follows - 2/13/17 - Any time; 2/14/17 - After 2 pm; 2/15/17 - Any time; 2/17/17 - Any time.	Jack Phelan	Not set
	By Friday Richard B., Bethany C. and Cassandra C. will finalize the list of scorers.	Richard Besel; Cassandra Carlson; Bethany Conway	1/27/17
	The committee will set up Qualtrics test runs. 2/3 speeches for internal example test runs and 2/3 case examples for actual norming session.	Bethany Conway with assistance from Graduate Student Assistant	Week 6
Rubric Development	Richard B., Bethany C. and Cassandra C. will meet Thursday. The committee will exchange the results and outcomes on Friday. Jack P. will share the rubric with Dawn Janke and Bruno Giberti.	Jack Phelan; Richard Besel; Bethany Conway; Cassandra Carlson	1/27/17

MEETING NOTES

1. Review prior meeting notes - [November 29, 2016](#)
2. Data collection updates:

- LOWER DIVISION ARTIFACTS
 - i. (Richard B.) Four new batches of speeches are sent. Graduate Student Assistant has the instructor's authorization to download the artifacts and upload those on you-tube. The mismatch on the Dominique Bredeson's student name and number of speeches is resolved and ready to be fixed.
 - UPPER DIVISION ARTIFACTS & STRATEGY
 - i. (Jack P.) There are a few programs who have shown interest. This is not an urgent requirement for this quarter. We are collecting the artifacts and will continue upper division collection as partnerships develop. One focus of upper division is to collect artifacts near graduation, so collecting at the end of winter and spring quarters remains our goal. We have the STAT artifacts ready, Computer Science will happen this quarter. So our focus on lower division assessment this quarter is great, we will focus on the upper division this quarter and next. We are going to continue to work with colleges to collect and analyze their own speeches in partnership with our COMS consultant. But in the end we will be doing our own analysis using their artifacts.
3. Rubric development
- (Bethany c.) We will be meeting to edit the next version of the rubric on Thursday.
 - (Jack p.) I will share the rubric with Dawn Janke, Bruno Giberti and others for feedback. Let's exchange the results and outcomes on Friday.
4. Preparation timeline for Winter quarter norming and scoring
- 2-hour norming session: Week 6
 - i. (Bethany C.) Can we ask the instructors to give us one good, one bad and one mediocre artifact?
 - ii. (Richard B.) Do we run into problem, assessment overlapping with the grading?
 - iii. (Bethany C.) Instead of asking for one from each grade category we should ask for examples of good, bad and mediocre speeches.
 - iv. (Richard C.) We can see two or three speeches from each instructor.
 - v. (Cassandra C.) On week 5, we have a candidate visit. But on week 6 we are free.
 - vi. (Richard B.) We need two of us. I am free on 13th and 14th.
 - vii. (Cassandra C.) I am free on the 14th after 2 pm.
 - viii. (Richard B.) Should find out the core group and look at their schedule?
 - ix. (Jack P.) Katie can secure the rooms and look at the schedules of the faculty. Also, looking at 15th and 17th. We had discussed 1/5 hrs for the norming session, but perhaps 2?
 - x. (Richard B.) The norming sessions should be 2 hours – if not 3 hours long.
 - xi. (Jack P.) When they arrive, they should have a good feel for what they are doing. I think 2 hours should do the trick.
 - xii. (Richard B.) How many speeches per scorers are we aiming for? Do we need eight (8) people?
 - xiii. (Bethany C.) Total 100 artifacts. Each artifact gets two (2) views. 200 views in total. Twenty (20) speeches per scorer. Total six (6) scorers.
 - xiv. (Richard B.) We have forty (40) speeches from Quarter Plus. And we are random sampling sixty (60) speeches from non-quarter plus. Total 100 speeches.
 - xv. In our discussion with Mary Allen sixty (60) is the optimum number of artifacts to score.
 - xvi. (Richard B.) Six (6) scorers for the lower division. And they may or may not be the same for Upper Division.
 - xvii. (Jack P.) There are nine (9) potential scorers who have shown interest. We are looking for six (6). I will let you decide on the selection and we can look at their schedules to set the best time and room.
 - xviii. (Richard B.) By Friday we will give you the list of raters.
 - xix. (Bethany C.) We need Qualtrics test runs.
 - xx. (Cassandra C.) We can do that ourselves.

xxi. (Richard B.) We do need to set up Qualtrics test runs. 2/3 speeches for internal example and 2/3 case examples for actual norming session.

- Remote scoring: Qualtrics – Week -7
- Result scores due: End of Week 7
- 1.5 hour scoring debrief meeting – Week 8
- Discrepancy scoring (third view) anticipated to be very low, but could be scored by Jack, Richard, Bethany, Cassandra

5. Next Steps and Action Items

- See the chart provided on top of the meeting notes.

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**Winter 2017 Schedule**

~~Tuesday 01/24 10:10 to 11:00am 35-319b~~

Tuesday 02/14 10:10 to 11:00am 35-319b

Tuesday 02/28 10:10 to 11:00am 35-319b

Tuesday 03/14 10:10 to 11:00am 35-319b