

# SAN DIEGO MESA COLLEGE

## Committee on Outcomes and Assessment Minutes

February 6, 2024

4:00 p.m. to 5:00 p.m.

### Attendees Edit Attendees

Hai Hoang, Sahar (Mona) King, Ayana Woods, Andrew Hoffman, Ailene Crakes, Nathan Resch, Leslie Shimazaki, Ashanti Hands, Isabel O'Connor, Michael Temple, Saloua Saidane, Liza Rabinovich, Mark Manasse (Excused), Larry Maxey, Monica Romero (Excused), Amanda Johnston, Lisa Burgert, Janue Johnson, Alex Berry (Excused), Rachel Russell

Absent: Donna Duchow (Absent), Inna Kanevsky (Absent),

#### A. Call to Order - Welcome New Members

1. Meeting called to order by Liza Rabinovich
2. Welcome New Members: Todd Curran was introduced as a new member of the COA committee representing exercise science, dance, athletics, and health education

#### B. Review of Committee's Charge

1. Communication Loop
2. [2023-2024 Deliverables and Ongoing Responsibilities](#)
  - Liza Rabinovich emphasized the importance of establishing a communication loop for feedback and suggestions. Additionally, she noted the completion of the 2023-2024 program review.
  - 2023-2024 Deliverables and Ongoing Responsibilities
  - Regarding the 2023 and 2024 deliverables and ongoing responsibilities, it is crucial to understand the purpose of this committee and the goals we aim to achieve. Later, we have an activity planned to delve deeper into this. We will conduct regular reviews, every semester, to assess our progress, goals, activities, and the responsibilities of committee members
3. Nuventive update
  - Liza has been meeting with lead writers and department outcome coordinators (DOC). The DOCs (Department Outcomes Coordinators) can now use the assignment feature. They can send a link directly to an email where faculty and classified professionals can directly enter assessment results from their areas.
  - If anyone is having issues with Nuventive access, please send Liza Rabinovich an email and she can add users as needed or adjust access permission.

#### C. Approval of December 5<sup>th</sup> Minutes

- Motioned - Andrew Hoffman
- Seconded - Ailene Crakes
- Abstained – Lisa Burgert, Sahar King, Mandy Johnston
- Correction: Mandy Johnston corrected her attendance status on 12/05/23

- Correction: Ailene Crakes, providing feedback on the formatting
- **Approved on February 6, 2024**

#### D. Continuing Business

##### 1. [Jamboard activity](#) & [Next Steps](#)

- The committee reviewed the Jamboard activity from the last meeting
- Committee members joined one of the three break-out groups to discuss the details of the deliverables
  - Promote and provide support for COA's work
  - Assist departments with the development of an assessment schedule for remaining courses
  - Discuss strategies to turn results into impactful practices
- Overall, the goal is to identify the tangible activities and support to support Outcomes Assessments on campus for Spring 2024 and forward

##### 2. [Handbook](#) (Approve)

- Various suggestions from the past were used to create the current version of the handbook.
- The committee approved the handbook as is, and would review the final version (clear of editing suggestions and updated format) when available
- The handbook will continue to be updated as needed

#### E. New Business

##### 1. [Outcomes Assessment Training Schedule Spring 2024](#)

##### 2. [ACCJC Accreditation Standards-2024](#)

- **Facilitators are needed to facilitate and/or co-facilitate workshops a series of workshops**
- **The goal is to share their best practices from multiple areas on campus**

#### F. Announcements

1. Next Meeting: February 20, 2024
2. [COA 23-24 Membership](#)
3. [Outcomes Assessment Handbook](#)
4. [COA Meeting Schedule](#)

#### G. Action Items

- Liza will revise the training schedule draft and reach out to the committee members for volunteers to lead specific sections.
- Mona will contact committee members who are unable to attend and ask to identify a proxy.
- IE will proofread/make final edits to the handbook, share with the committee, and post the finalized approved handbook.

## Adjournment

1. The meeting adjourned at 5:02 p.m. by Liza Rabinovich

## Minutes

Submitted by: Mona King

Approved on: