

San Diego Mesa College  
Committee on Outcomes and Assessment  
Meeting Notes

September 18, 2018

3:30 p.m. – 5:00 p.m., MC 211B

<b>ATTENDEES</b>	Madeleine Hinkes, Co-Chair (excused)	Linda Hensley (excused)
	Kris Clark, Co-Chair	Bridget Herrin*(excused)
	Leela Bingham	Pam Luster* (excused)
	Ailene Crakes	Mariette Rattner
	Donna Duchow (excused)	Tina Recalde
	Claudia Estrada-Howell	Saloua Saidane (absent)
	Sean Flores	Leslie Shimazaki*
	Mary Gwin	Michael Temple
	Ed Helscher	Manuel Velez
	Support: Sahar King	Guest:

**Agenda Item A: Call to Order:** By Kris Clark at 3:45p.m. in MC 211B.

<b>DISCUSSION</b>	<p><b>1. Approval of September 4 , 2018 Minutes</b></p> <ul style="list-style-type: none"> <li>➤ The minutes from September 4 were emailed to COA prior to the meeting for review.</li> <li>➤ The minutes were M/S, by Manuel Velez and Leela Bingham and approved.</li> </ul>
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<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
<ul style="list-style-type: none"> <li>• Post approved minutes to the COA website.</li> </ul>	<ul style="list-style-type: none"> <li>• Mona King</li> </ul>	<ul style="list-style-type: none"> <li>• Before next meeting</li> </ul>

**Agenda Item B: DOC Reports**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>• <b>School of Humanities : Linda Hensley</b> <ul style="list-style-type: none"> <li>➤ Background; School of Humanities includes Communication Studies Department, Speech and Debate Team, English , VAMP, Mesa Visions, Journalism, Mesa Press, Humanities, ELAC (formerly ESOL)</li> <li>➤ School of Humanities has 5 AUOs           <ol style="list-style-type: none"> <li>1. Students will complete classes required to enter transfer level courses</li> </ol> </li> </ul> </li> </ul>
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2. Faculty and Staff will express satisfaction with the leadership and support they experience as employees in the School of Humanities
3. Faculty, Staff, and Students will express satisfaction with the services and experiences
4. Faculty and Staff will collaborate to ensure continuous improvement of support services and instruction.
5. Office staff and School of Humanities Department faculty will purposefully participate in development of Institutional Planning and assessment practices.

- Challenges: Soliciting more responses from Student , Meaningful data needed
- Action Plan: Develop plans for upcoming school year, develop and administer survey to faculty and Students.
- [AUO School of Humanities](#)

- **Student Development: Ailene Crakes**

- Background; Student Development was under transition of leadership, and goals and outcomes were inherited by Dean. Focus was on Success center and Veterans Services
- Student Development department includes Admissions, Veterans & Records, Veteran Resource Center, General Counseling, Transfer Center, Evaluation, Career Center, Orientation, Personal Growth .
- 2017 Outcomes focus: Veterans Services PR, SSSP and Student Development Perception Survey and Update the goals
- The assessment was conducted in 2017 and 2018
- The 2017 Student Development Perception Survey focused on SSSP; we had 19 respondents
- 2018 Survey: 28 responses received
- What was learned from the assessment? Understand and know SSSP purpose , Joint school meetings
- Challenges: Presentations on the SSSP and SE are facilitated to shared governance groups which do not include the same people and/or areas surveyed. Student Development and Student Success and Equity have yet to understand and know the purpose of SSSP.
- Action Plan: There is always room for improvement. Communication is key . Use website to communicate and update on Student Development and integration efforts.
- [AUO Student Development](#)

- **Learning Resources and Academic Support: Andrew MacNeill**

- Background: Learning Resources department includes Library, Reference, Information Literacy
- LIBS 100, MT2C, LOFT, EDUC, Honors, Other – STEM, Articulation, Curriculum, High Tech, Title III/V
- The mission of the School of Learning Resources and Academic Support (LRAS) is to prepare life-long learners by providing equitable access and learning opportunities through innovative practices and services to a diverse campus community.

- LRAS services are directly connected to student success. - Data Analysis
- Fall 2017 – Development of Logic Model/Outcomes
- Spring 2018 – LRAS Retreat/School Meeting, Review of Outcomes, Logic Model revised
- Campus stakeholders are informed of LRAS services via improved communication. – Survey
- LRAS services are directly connected to student success. - Data Analysis
- Outcomes & Assessment 18/19: Review of outcomes, LRAS services are directly connected to student success. - Data Analysis
- There is an increased utilization of LRAS via integration into classroom and campus services. – Data from “Road Show”
- LRAS employees have increased sense of purpose and pride in their work. – One-on-ones, SWOT
- [AUO Learning Resources and Academic Support](#)
- **ALLIED HEALTH: Tina Recalde**
  - Background: There are seven programs within Allied Health department: Animal Health Technology (ANHL), Dental Assisting (DENA), Health Information Management (HIMS), Health Information Technology (HEIT), Medical Assisting (MEDA), Phlebotomy (PHLB), Physical Therapist Assistant (PHYR) and Radiologic Technology (RADT).
  - Allied Health department has 3 different departments that are career education programs, they all have external crediting agency that they have report to.
  - Allied Health Department at San Diego Mesa College engages in continuous and systematic evaluation and improvement
  - Faculty write self-studies which are usually between 200 to 500 page documents.
  - Have to assess the effectiveness of each program.
  - Each program has an advisory committee that meets 2 times a year.
  - The general mission of the Allied Health Department is to deliver educational experiences in the classroom and clinical environment that promote student success in becoming a professional in the student’s specific career field.
  - Department goals include:
    1. Safe and competent technical skills
    2. Effective communication with healthcare peers and patients in the medical language
    3. Problem solving skills and critical thinking
    4. Professionalism and ethical conduct
    5. Successful licensure or certification in the program field, where applicable.
  - The Bachelor of Science degree in Health Information Management Program provides accessible, high-quality, industry-approved instruction designed to prepare students to work at a management

	<p>level in a variety of healthcare.</p> <ul style="list-style-type: none"> <li>➤ The Animal Health Technology program is a Career Education Program, and is approved by the California Department of Consumer Affairs and the Veterinary Medical Board.</li> <li>➤ Challenges: Have been short staffed and short on faculty in the past.</li> <li>➤ As of fall of 2018 are fully staffed.</li> <li>➤ Working to identify goals and outcomes for the school and looking for feedback from committee.</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
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**Agenda Item C: Continuing Business**

<b>DISCUSSION</b>	<p><b>1. Review Goals</b></p> <ol style="list-style-type: none"> <li>1. Deliver support for outcomes assessment across the campus</li> <li>2. Engage the full campus in the outcomes assessment process</li> <li>3. Continue Taskstream training; assess revised design</li> <li>4. Maintain the outcomes assessment webpage</li> <li>5. Strengthen the connection to program review and integrated planning</li> <li>6. Monitor and report on the IEPI action plan and grant</li> </ol> <ul style="list-style-type: none"> <li>➤ The grant will be ended by end of October of 2018.</li> <li>➤ Can outcome assessment information be public?</li> <li>➤ Goal 2 seems to be the primary responsibility of the committee, should it be Goal 1?</li> <li>➤ Goal number 6 needs to be revised. And should include that we are looking for new funding sources,</li> <li>➤ Kris will update and bring the revised Goals to next meeting.</li> </ul> <p><b>2. DOC list and Job Description</b></p> <ul style="list-style-type: none"> <li>➤ Kris, Madeleine, Anda, and Mona, will review the language and bring it back to committee</li> <li>➤ Look at the job description and bring in feedback.</li> <li>➤ <a href="#">DOC Job Description</a></li> </ul> <p><b>3. ILO taskforce survey</b></p> <ul style="list-style-type: none"> <li>➤ ILO Task Force—Global Consciousness</li> <li>➤ Introduction paragraph was presented at COA meeting</li> <li>➤ <a href="#">Introduction (this is a link)</a></li> <li>➤ Sense of the Committee after review of the introduction, move</li> </ul>
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	<p>forward with the assessment.</p> <ul style="list-style-type: none"> <li>➤ COA approves incentives for participating in this survey</li> <li>➤ Survey will be distributed by the Research Office, so that the data can be collected.</li> <li>➤ <a href="#">Global Consciousness Assessment</a></li> </ul> <p><b>4. Sample survey for DOCs</b></p> <ul style="list-style-type: none"> <li>➤ There was a suggestion to change some wording.</li> <li>➤ DOC survey was approved by COA to move forward to Research to be formulated and distributed to all DOCs</li> <li>➤ Here is the preview link to the DOC Survey: <a href="https://goo.gl/Kb87cG">https://goo.gl/Kb87cG</a></li> </ul> <p><b>5. Kahoot survey: (HOLD)</b></p> <ul style="list-style-type: none"> <li>➤ DOCs ran this during Outcomes across campus, but were not able to extract the data.</li> <li>➤ We will bring it back next meeting.</li> <li>➤ <a href="#">Kahoot Survey</a></li> </ul> <p><b>6. PLO work</b></p> <ul style="list-style-type: none"> <li>➤ Please send the revised PLOs to Anda and she will update Taskstream.</li> <li>➤ If a program has updated its PLOs, they need to be updated on the website and catalog.</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
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**Agenda Item D: New Business**

<b>DISCUSSION</b>	<p><b>1. Graduate ILO survey</b></p> <ul style="list-style-type: none"> <li>➤ Coordinator assignments for 2018-2019.</li> <li>➤ We will working to revise the survey</li> <li>➤ We will send the old survey out for feedback.</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• Update the PLOs	Anda	• As soon as possible

**Agenda Item E: Announcements/Adjournment**

<b>DISCUSSION</b>	<ol style="list-style-type: none"> <li>1. Next meeting, 2 October</li> <li>2. Assessment Institute, Indianapolis, 21-23 October</li> <li>3. <a href="http://assessmentinstitute.iupui.edu/">http://assessmentinstitute.iupui.edu/</a></li> <li>4. President’s Cabinet retreat, 13 November 1-5 PM</li> </ol>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> <li>• N/A</li> </ul>		<ul style="list-style-type: none"> <li>• N/A</li> </ul>

**Agenda Item F: Adjournment**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>• Meeting was adjourned by Kris Clark at 4:55p.m.</li> </ul>
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Submitted by: Sahar King, Senior Secretary  
 Approved on: