

**San Diego Mesa College
Committee on Outcomes and Assessment
Meeting Notes
September 5, 2017
3:45 p.m. – 5:00 p.m., MC 211B**

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| ATTENDEES | Madeleine Hinkes, Co-Chair | Ed Helscher |
| | Kris Clark, Co-Chair | Bridget Herrin |
| | | Charlie Lieu |
| | Rachelle Agatha (absent) | Pam Luster |
| | Leela Bingham (absent) | Tim McGrath |
| | Ailene Crakes | Tina Recalde |
| | John Crocitti (absent w/drawl from comm.) | Saloua Saidane |
| | Howard Eskew | Michael Temple |
| | Monica Demcho | Hai Hoang (guest) |
| | Donna Duchow | Linda Hensley (absent) |
| | Rob Fremland | DOCs Guest: Genevieve Esquerra |
| | Alison Gurganus (absent) | |

Agenda Item A: Call to Order: By Madeleine Hinkes at 3:50 p.m. in MC 211B.

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| DISCUSSION | <p>Approval of May 16, 2017 Minutes</p> <ul style="list-style-type: none"> The minutes draft was emailed to COA prior to the meeting for review. The minutes were M/S/C by Ailene Crakes and Ed Helscher. |
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| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
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| <ul style="list-style-type: none"> Post approved minutes to the COA website | <ul style="list-style-type: none"> Charlie Lieu | <ul style="list-style-type: none"> Before next meeting |

Agenda Item B: Continuing Business

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| DISCUSSION | <p>1. DOC Honoraria:</p> <ul style="list-style-type: none"> 52 were people paid for outcomes assessment work in the spring Payments range from 1/8 to a full ESU Please contact Madeleine if payment was not received 11 people still unpaid due to incomplete DOC work Still trying to establish a way to pay classified staff for DOC work <p>2. Summer Institute, DOC workshops:</p> <ul style="list-style-type: none"> Participants in the Summer Institute will conduct workshops on what they |
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| | <p>learned</p> <ul style="list-style-type: none"> • First workshop will be on September 22 • Fliers will be available next meeting <p>3. IEPI Grant Update:</p> <ul style="list-style-type: none"> • We received \$150k for the grant; we send them quarterly expenditure reports • Funds are being used for paying DOCs, training, conferences, and NANC • NANC is currently helping to enter PLOs/CLOs and mapping (CLO to PLO and CLO to ILO in TaskStream) • We plan to apply for another \$50k after funds have been used |
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| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
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| • DOC workshop fliers | • Kris Clark | • Next meeting, September 19th |

Agenda Item C: New Business

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| DISCUSSION | <p>1. Report on ACCJC recommendations:</p> <ul style="list-style-type: none"> • 2 recommendations provided by ACCJC <ul style="list-style-type: none"> ○ In order to ensure continuous improvement, the team recommends that the college revisit course and program assessment processes to improve the quality, effectiveness, and consistency of student learning outcomes assessment. ○ In order to ensure continuous improvement, the team recommends that the college has student learning outcomes assessment data and analysis accessible to the public. • Concern that some courses with large offerings only had 1 assessment over a 6 year cycle • Need to encourage a culture around how to make courses better • Need to improve frequency and quality of assessment • We have already made some improvements since the team has left • Need to establish a process for posting assessment results for public access • Madeleine shared ACCJC’s proposed revision of Standards II.A.2 and III.A.6 <p>2. Forms for PLOs and AUO:</p> <ul style="list-style-type: none"> • Kris Clark shared new 2017/18 Program Learning Outcomes Assessment and Action Plan form • PLOs may take several years to assess • Programs should assess each pathway • Programs may assess more than once over a 6 year cycle <p>3. AUO research project:</p> <ul style="list-style-type: none"> • Research what other campuses are doing for AUO assessments |
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| | <ul style="list-style-type: none"> • Find out outcomes practices and results • Present findings in next COA meeting • Kris Clark will set-up AUO Research Project folder in Basecamp <p>4. Basecamp</p> <ul style="list-style-type: none"> • COA wants to establish a virtual binder in an effort to reduce paper use • Go to https://basecamp.com/discounts to establish an account • Free for educators • Need to renew account every 30 days |
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| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
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| <ul style="list-style-type: none"> • 1. Research AUO assessment practices from other campuses • 2. Set-up AUO Research Project folder in Basecamp | <ul style="list-style-type: none"> • 1. COA Committee members • 2. Kris Clark | <ul style="list-style-type: none"> • 1. Next meeting, September 19th • 2. As soon as possible |

Agenda Item D: Roundtable

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| DISCUSSION | <p>DOC Presentations</p> <p><i>Genevieve Esquerra (Outreach):</i></p> <ul style="list-style-type: none"> • Developed outcomes for the program in 2010 and started assessments • Created Mindmap in 2010, with the assistance of Ed Helscher • Mindmap helped to identify how Outreach outcomes relate to campus • Program has SSOs and SSPOs. In 2016 revised 10 outcomes to 5 • 3 for SSOs and 2 for SSPOs • Outcomes are weaved in all events on campus • Student Service outcomes are assessed every year • In 2016/17 SSPOs were assessed • Used anecdotal and qualitative data collection process (campus tour surveys, Ambassador survey, self-evaluation, manager evaluation) • Data is used to update assessment design and program procedures • In 2017/18 SSOs will be assessed • Presentation Link: LINK <p>Conference: Assessment Institute In Indianapolis (October 22-24): http://assessmentinstitute.iupui.edu/</p> <ul style="list-style-type: none"> • Early bird registration ends September 15th • Can use IEPI grant funds • Deadline to register is October 6th <p>Replacement member needed from School of Social & Behavioral Sciences</p> |
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| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
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| <ul style="list-style-type: none"> Follow up on membership | <ul style="list-style-type: none"> Hinkes | <ul style="list-style-type: none"> N/A |

Agenda Item E: Goals for 2017-2018

| DISCUSSION | |
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| | <ol style="list-style-type: none"> Deliver support for outcomes assessment across the campus Engage the full campus in the outcomes assessment process Continue Taskstream training; assess revised design Maintain the outcomes assessment webpage Strengthen the connection to program review and integrated planning Monitor and report on the IEPI action plan and grant |

| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
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| <ul style="list-style-type: none"> None | <ul style="list-style-type: none"> N/A | <ul style="list-style-type: none"> N/A |

Agenda Item F: Adjournment

| DISCUSSION | |
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| | <ul style="list-style-type: none"> Meeting was adjourned by Clark at 5:00 p.m. |

Next meeting: Tuesday, September 19, 2017

Submitted by: Charlie Lieu, Administrative Technician

Approved on: