

**San Diego Mesa College
Committee on Outcomes and Assessment
Meeting Notes
October 18, 2016
3:45 p.m. – 5:00 p.m., MC 211B**

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| ATTENDEES | Madeleine Hinkes, Co-Chair | Pam Luster |
| | Kris Clark, Co-Chair | Tim McGrath |
| | | Mariette Rattner |
| | Rachelle Agatha | Tina Recalde |
| | Leela Bingham | Saloua Saidane (excused) |
| | John Crocitti | Michael Temple |
| | Claudia Estrada | Susan Topham |
| | Donna Duchow (excused) | Ex-Officio: Yolanda Catano |
| | Rob Fremland | Academic Senate Guests: Dina Miyoshi, |
| | Bri Hays | Kim Perigo, Gwenn Ulrich-Schlumbohm |
| | Ed Helscher | Inna Kavevsky |
| | Charlie Lieu | Guest: Scott Plambeck |

Agenda Item A: Call to Order: By Hinkes at 3:47 p.m. in MC 211B.

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| DISCUSSION | <p>Approval of October 04, 2016 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 Tim McGrath and John Crocitti. |
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| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
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| <ul style="list-style-type: none"> 1. Post approved minutes to the COA website | <ul style="list-style-type: none"> 1. Yolanda Catano | <ul style="list-style-type: none"> 1. Before next meeting |

Agenda Item B: Continuing Business

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| DISCUSSION | <p>1. Goals for 2016-2017</p> <ul style="list-style-type: none"> Presented the current and proposed goals to COA members. Bingham-Had a concern for the proposed goals on the communication piece. Maybe: deliver support for formal and informal support for outcomes assessment across campus. Clark explained the reasoning. Crocitti-Asked about the new software that would replace Taskstream. New software like CampusLabs and Elumen were discussed. The suggested changes on the proposed goals #2 will be edited. The goals were M/S/C Ed Helscher and Leela Bingham. |
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| | <p>2. ILO Revisions</p> <ul style="list-style-type: none"> Members presented with the 4 ILOs developed by COA last May and the 5 ILOs developed earlier this month by a joint Academic Senate-COA subgroup. The rest of the meeting was devoted to a thorough and participatory discussion resulting in final agreement on a revised set of ILOs. COA's research and reasoning for changing the original 6 ILOs was recounted. The Senate's concerns were addressed. The group addressed each proposed ILO and worked out appropriate bullet points to flesh out their meaning. The group chose to discontinue use of the term "operational definitions." President Luster facilitated the discussion, which was collaborative and collegial. The new proposed ILOs are: Communication, Critical Thinking, Information Literacy, Professional & Ethical Behavior, and Global Consciousness. Attached to the Minutes is the chart showing the two proposed versions and the final version. The final revised ILOs will be presented to President's Cabinet on Nov. 1 and will be published to the website after they are approved. Link to ILO Chart: http://www.sdmesa.edu/about-mesa/institutional-effectiveness/learning-assessment/Three%20Versions%20of%20ILOs%20Proposed%2010.19.16.pdf To move forward with the ILOs, Ed Helscher and Susan Topham M/S/C. We are taking this to PIE on 10/25 and PCab on 11/01. <p>3. Cycle Length</p> <ul style="list-style-type: none"> N/A <p>4. CampusLabs</p> <ul style="list-style-type: none"> N/A <p>5. Upcoming training opportunities</p> <ul style="list-style-type: none"> N/A |
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| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
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| • None | • N/A | • N/A |

Agenda Item C: New Business

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| DISCUSSION | <p>1. Prepare for PRT visit on December 1</p> <ul style="list-style-type: none"> N/A <p>2. Job descriptions for outcomes coordinators</p> <ul style="list-style-type: none"> N/A |
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| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
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| • None | • N/A | • N/A |

Agenda Item D: Goals for 2016-2017

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| DISCUSSION | <ol style="list-style-type: none"> 1. Monitor and report on the IEPI action plan and grant. 2. Deliver support for outcomes assessment across the campus. 3. Provide training on the revised Taskstream platform; assess the success of the revised design. 4. Expand the outcomes assessment page. 5. Engage the full campus in the outcomes assessment process. |
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| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
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| • None | • N/A | • N/A |

Agenda Item E: Roundtable

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| DISCUSSION | • N/A |
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| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
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| • None | • N/A | • N/A |

Agenda Item F: Adjournment

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| DISCUSSION | • Meeting was adjourned by Hinkes at 5:21 p.m. |
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1. Next Meeting is on November 1, 2016 in A-104.

Submitted by: Yolanda Catano, Senior Secretary

Approved on: November 1, 2016