

**San Diego Mesa College
Committee on Outcomes and Assessment
Meeting Notes**

December 06, 2016
3:45 p.m. – 5:00 p.m., A-104

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| ATTENDEES | Madeleine Hinkes, Co-Chair (excused) | Charlie Lieu |
| | Kris Clark, Co-Chair | Pam Luster |
| | | Tim McGrath (absent) |
| | Rachelle Agatha | Mariette Rattner |
| | Leela Bingham | Tina Recalde |
| | Ailene Crakes | Saloua Saidane (absent) |
| | John Crocitti | Michael Temple |
| | Claudia Estrada | |
| | Donna Duchow | Ex-Officio: Yolanda Catano |
| | Rob Fremland | |
| | Ed Helscher | |

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

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| DISCUSSION | <p>Approval of November 15, 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 Leela Bingham and Tina Recalde. |
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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. Discussion of Feedback on The Guide</p> <ul style="list-style-type: none"> Kris Clark reviewed the comments Classified Senate recommended for The Guide. Rob Fremland will collate the feedback from Academic Senate on The Guide and will bring it to COA at the next meeting. Clark went into detail about the changes for The Guide. COA provided commentary and suggestions. <ul style="list-style-type: none"> Fremland suggested including the timeline and getting rid of the semester cycle opted in The Guide. John Crocitti wants a revised version sent to COA members once the |
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document is edited. He has some feedback to contribute to the The Guide for clarification purposes.

- A discussion about common agreement on outcomes assessment ensued.

- An updated version of The Guide will be uploaded on the webpage.

2. Revised 6-Year Timeline:

- Clark used a three semester rotation of planning assessment reflection. She opened this topic up for discussion with the committee.
- Helscher wanted clarification regarding CTE programs. He has a large number of programs that need to be assessed.
 - Recalde inquired clarification on the total number of programs that needed to be assessed to meet the requirements.
 - Clark-You might consider doing one outcome for each course.
 - Recalde-They usually want two or four outcomes.
 - Clark-This idea came from Pam to get it out of a cycle idea and call it a timeline and track the three-year cycle and the repetitiveness for smaller departments to do multiple cycles in the six-year cycle. It would tie it back to what you are doing with Program Review. A mid-cycle report would be included in the Program Review Report.
- Lieu-Are we going to ask each program to include their own timeline?
 - A large portion of the group disagreed with issuing a timeline.
 - Clark-It might cause problems if we required something like that.
 - We can ask them about their progress. Have you started your program assessments? Where are you in your process?
 - Bingham-We can suggest a mid-cycle check-in
 - The group agreed to a mid-cycle check-in option for the six-year timeline.
- The Office of Communications is currently working on a logo for outcomes assessment that will be incorporated into the six-year timeline.
- The six-year timeline includes some overview information and the cycle. All programs need to be assessed. Clark wanted to incorporate as much information as possible.
 - Fremland proposed changing the order.
- The six-year timeline has been sent to both Academic Senate and Classified Senate for review. Madeleine Hinkes will take the six-year timeline to Dean's Council for review.
- COA approved the six-year timeline proposal for Outcomes Assessment.

3. Report on Team Visit

- An overview of what has been worked on outcomes assessment was presented.
- An open session was provided in the afternoon. A couple of people met in the morning to discuss their outcomes assessment pertaining to their individual programs.
- They had a couple of suggestions with the outcomes process:
 - 1) More Dean Involvement
 - 2) Looking into our ILO assessment and discussing about a more embedded assessment.
- The team was very pleased about the progress that Mesa College has made on outcomes assessment.
 - Clark-I've been telling coordinators to lead that conversation within their programs.

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| | <ul style="list-style-type: none"> ▪ Estrada-I really appreciated the information for student services. ▪ Clark-They are a very helpful group, overall. ▪ Lieu-Bill provided his contacts for TrackDat. Madeleine and I will coordinate a time to discuss TrackDat. ▪ Two of the three schools that attended use TrackDat and Lieu is interested in discussing their use of the software to compare databases to Taskstream. |
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| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE |
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| <ul style="list-style-type: none"> • Bring proposed timeline to Academic Senate, Classified Senate, and Deans | <ul style="list-style-type: none"> • Fremland, Lieu, Clark, Hinkes | <ul style="list-style-type: none"> • By early Feb |

Agenda Item C: New Business

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| DISCUSSION | <ol style="list-style-type: none"> 1. Progress on Mapping <ul style="list-style-type: none"> • The deadline for mapping for instructional programs, student services, and administrative services was last Friday. There are a total of 35 programs who have submitted their mapping forms. They are slowly trickling in. Lieu is reviewing the forms and sending them back with changes. • We have 25 total assessments. Lieu hasn't had a chance to look in detail at what they have entered. Some people are still conducting assessments. • Bingham-Next time, avoid prompting the same deadline for mapping and Program Review. 2. Progress Report on Assessment Form Submission <ul style="list-style-type: none"> • N/A |
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| 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 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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| <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 E: Roundtable

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| DISCUSSION | <ul style="list-style-type: none"> • Articles for discussion “Multi-State Collaboration Produces Valuable New Evidence About Writing, Critical Thinking, and Quantitative Literacy Skills of Undergraduate Students Using Rubric-Based Assessment of Students’ Authentic Work.” <ul style="list-style-type: none"> ▪ The article discussion was postponed for the next COA meeting. |
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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 | <ul style="list-style-type: none"> • Meeting was adjourned by Clark at 4:54 p.m. |
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1. Next Meeting is on February 7, 2017 in MC 211B.

Submitted by: Yolanda Catano, Senior Secretary

Approved on: February 21, 2017