

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

March 7, 2017

3:45 p.m. – 5:00 p.m., MC 211B

ATTENDEES	Madeleine Hinkes, Co-Chair	Alison Gurganus
	Kris Clark, Co-Chair	Ed Helscher
		Charlie Lieu
	Rachelle Agatha	Pam Luster (excused)
	Leela Bingham	Tim McGrath
	Ailene Crakes	Tina Recalde
	John Crocitti	Saloua Saidane
	Howard Eskew	Michael Temple
	Monica Demcho (excused)	Ex-Officio: Yolanda Catano
	Donna Duchow (absent)	DOC Guests: Michelle Toni Parsons, Bryan Malinis, and Barbara Sexton
	Rob Fremland	

Agenda Item A: Call to Order: By Madeleine Hinkes at 3:46 p.m. in MC 211B.

DISCUSSION	<p>Approval of February 21, 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 Howard Eskew.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<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

DISCUSSION	<ol style="list-style-type: none"> Update on issues with Math 15 L sequence, Art and English: <ul style="list-style-type: none"> N/A Outcomes Across the Campus report: <i>Michelle Toni Parsons Update for Math Department-</i> <ul style="list-style-type: none"> The big issue for the Math department was the definition of program didn't work for Math. The first thing we did in fall at the Outcomes Assessment meeting was to define what we meant about Math programs. We've defined 5 different pathways: Stem majors, biology and business pathway, elementary school teachers, AA degree, and others. We have 5 different PLOs for those 5 pathways.
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- On the CLO levels, we had three per class. We are going down to 2 CLOs per class. We have 27 courses in Math. Instead of looking at 27 courses, we are looking at the 5 different pathways we have defined. We have 70 faculty members between adjunct and full-time. It's hard to get them all together. We designated sub-coordinators that will collect the CLOs for each of the pathways. We call it operation Banana instead of CLOs as a strategy to get the people talking about outcomes assessment. We have six years; we are assessing the sequences each year.

- The feedback for Math 15 was very helpful.

Bryan Malinis update for Communications department-

- For this first semester as the new DOC, he's been learning the process.
- They are figuring out what needs to be assessed. He is going to be mapping the courses to the new ILOs.
- They are changing our CLOs. The Communications Department attended the National Communication Association conference. They found that all programs for communication studies focused on several key points for assessment. We allocated a specific time to discuss as a group a time to our current CLOs and mapping.
- Our plan is to take all the 9 courses offered through communication studies and the CLOs to map them to the new ILOs. We will work on the current CLOs and decide whether they are going to work out. Our department is very collaborative.
- We want to consider changing our PLOs because of the new ILOs.

Barbara Sexton update for Fine Arts-

- Sexton asked for some advice in assessing lab session for the various classes.

Ed Helscher update for Exercise Science-

- Set-up a time table for courses with all the instructors for a specific course. We made it mandatory. So far everyone has been there.
 - We have 240 courses to review in the six-year cycle.
 - The faculty needed instructions and the lead writers received instructions and measurement tools.
- Time Table for Course Review, we selected courses to review and the leaders.
- Select PLO to Review:
 - PLO Assessment-We are making an attempt to identify how many Kinesiology majors we have. We have identified about 45. We asked them about their pathways.
 - Personal Training-An assessment will be conducted for that area.
- How to capture conversations? Outcomes meetings, best practices, emails, and discussions. All conversations regarding outcomes assessment will be directed to Ed Helscher. We already have about 60 pages that capture those conversations.
- Link to Ed Helscher's Presentation: <http://www.sdmesa.edu/about-mesa/institutional-effectiveness/learning-assessment/documents/outcomes-assessment/docs-presentations/School%20of%20Exercise%20Presentation.pdf>

3. Update on mapping (Charlie):

- Charlie Lieu provided an update on mapping.
 - We ran a pilot program and asked all DOCs to select one course for mapping and assessment. We sent out an assessment form to all of the DOCs.
- There is a slight confusion from DOCs. They were under the impression that

	<p>only one course needed to be assessed per school. This was later clarified as one course per program; and all DOCs are expected to submit their mapping and assessment forms.</p> <ul style="list-style-type: none"> • Mapping and Assessment Summary: <ul style="list-style-type: none"> ▪ Instruction: 58 programs, 41 submitted a mapping form and 31 submitted an assessment form. ▪ Student Services: 21 programs, 20 submitted a mapping form. ▪ Administrative Services: 26 programs, 21 submitted a mapping form. ▪ All mapping needs to be completed by June 30th. • We have revamped the entire Taskstream workspace. There will be training on how to use the new Taskstream Outcomes Assessment workspace soon. • Kris Clark will meet with individual schools, their respective Deans and DOCs for training. <ul style="list-style-type: none"> ▪ We have asked the DOCs to begin assessment for the spring semester. <p>4. Report out for Options for Hallway Conversations:</p> <ul style="list-style-type: none"> • BaseCamp is a great option to record hallway conversations. • Kris Clark will discuss this at our next meeting.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

Agenda Item C: New Business

DISCUSSION	<ol style="list-style-type: none"> 1. DOC visits: <ul style="list-style-type: none"> • We will have an open invitation to all DOCs to attend the COA meetings. We will select a few departments/programs to report to COA. 2. Senate Questions: <ul style="list-style-type: none"> • It's up to the departments and programs to assess their PLOs. <ul style="list-style-type: none"> ▪ The senate's stand is that it's up to the discipline to conduct their own assessments. ▪ Deans will have oversight, as they do with Program Review. • The definition of a program we (academic senate) came up with was: "A course of study or services that fits within some aspect of the college mission." • Kris Clark is available to meet with individuals to discuss outcomes assessment. 3. Program Review questions: <ul style="list-style-type: none"> • Yolanda Catano sent out a copy of the Outcomes Assessment 2016/17 Administrative Unit, Student Services, Counseling and DSPS, and Instructional questions. This was discussed briefly at COA. • What kinds of questions do we need to focus on for Program Review 2017/18. • We will have time to discuss this at our next meeting. COA will provide feedback. 4. Set a timeframe for vendor visits: <ul style="list-style-type: none"> • We have a bunch of different vendors that want to show us their products. We will have a few of us meet with them to determine which one's we believe are a better fit for Mesa College. <ul style="list-style-type: none"> ▪ Mt SAC and Skyline Colleges use TracDat. ▪ Users from Mt SAC will demo it on March 24, from 11:00am-2:00pm.
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	<ul style="list-style-type: none"> ▪ Create a list of standardized questions to ask each vendor. ▪ All three sister colleges have to agree on the software and there is no additional funding for new software upgrades. Mesa College shouldn't plan on subsidizing any additional costs. ▪ Takstream has an assessment piece called AQUA, but that is an additional subscription fee. ▪ Create a spreadsheet that compares them all. <ul style="list-style-type: none"> • COA and Program Review participants will be invited to attend the vendor meetings once we've weeded the good ones from the bad ones. <p>5. AAHLE Annual Conference:</p> <ul style="list-style-type: none"> • Madeleine Hinkes gave a quick update on the AALHE Annual Conference at the Hyatt Regency Louisville, KY on June 12-14, 2017. • We have funds from the IEPI grant. • DOCs can attend. We can afford to send about 3 or 4 of them to attend the conference. • Link to AHHLE Conference Website: http://www.aalhe.org/mpage/2017Program • Keynote speaker is a professor from Georgetown University.
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• None	• N/A	• N/A

Agenda Item D: Goals for 2016-2017

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
• None	• N/A	• N/A

Agenda Item E: Roundtable

DISCUSSION	<ul style="list-style-type: none"> • Article 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"> ▪ N/A
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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	<ul style="list-style-type: none"> • Meeting was adjourned by Clark at 5:07 p.m.
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1. Next Meeting is on March 21, 2017 in A-104.

Submitted by: Yolanda Catano, Senior Secretary

Approved on: March 21, 2017