

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

April 4, 2017

3:45 p.m. – 5:00 p.m., MC 211B

<b>ATTENDEES</b>	Madeleine Hinkes, Co-Chair	Alison Gurganus
	Kris Clark, Co-Chair	Ed Helscher (absent)
		Charlie Lieu
	Rachelle Agatha (absent)	Pam Luster
	Leela Bingham	Tim McGrath (excused)
	Ailene Crakes	Tina Recalde
	John Crocitti	Saloua Saidane (absent)
	Howard Eskew	Michael Temple (absent)
	Monica Demcho	Ex-Officio: Yolanda Catano
	Donna Duchow	DOC Guests: Trung H., Holly J., Taj G., Irena S. and Chris K.
	Rob Fremland	

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

<b>DISCUSSION</b>	<p><b>Approval of March 21, 2017 Minutes</b></p> <ul style="list-style-type: none"> <li>The minutes draft was emailed to COA prior to the meeting for review.</li> <li>The minutes were M/S/C by Leela Bingham and Rob Fremland.</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> <li>1. Post approved minutes to the COA website</li> </ul>	<ul style="list-style-type: none"> <li>1. Yolanda Catano</li> </ul>	<ul style="list-style-type: none"> <li>1. Before next meeting</li> </ul>

**Agenda Item B: Continuing Business**

<b>DISCUSSION</b>	<p><b>1. Use of Basecamp:</b></p> <ul style="list-style-type: none"> <li>Kris Clark created a sandbox demo to introduce ways to record hallway conversations on Basecamp.</li> <li>This can be used as a tool to track department and program conversations, archive files, and set-up a to-do list for outcomes assessment.</li> <li>This software allows you to communicate effectively and is very user friendly.</li> <li>Our emails are so impacted; this is an easier way to track conversations and the progress on the work for outcomes assessment.</li> <li>The committee reached a consensus for using Basecamp as a tool for outcomes assessment.</li> </ul>
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	<p><b>2. Membership:</b></p> <ul style="list-style-type: none"> <li>We have one representative from each school, one representative from Academic Senate and Classified Senate. We are inquiring if committee members will continue their participation with COA.</li> </ul> <p><b>3. Summer Institute Plans:</b></p> <ul style="list-style-type: none"> <li>Clark presented a proposed schedule for the Summer Assessment Institute.</li> <li>The Summer Institute would cover all of the elements concerning outcomes assessment.</li> <li>We are in the process of looking into data management systems. Hopefully we can bring the top choices for a demo to the Summer Institute.</li> <li>Suggestion: A brief video that would highlight some of the results of people's participation with Summer Institute.</li> </ul> <p><b>4. AMS demos so far:</b></p> <ul style="list-style-type: none"> <li>Vendors from Elumen, TracDat, CampusLabs, and Livetext presented their demos, along with Mt. SAC users of TracDat.</li> <li>The Office of IE will create a comparison chart that will provide details on the strengths and weaknesses of each system.</li> <li>Pricing has yet to be discussed.</li> <li>Taskstream has merged with another company called TK 20. <ul style="list-style-type: none"> <li>There is a webinar available on April 30<sup>th</sup>.</li> <li>Taskstream also has an assessment piece called AQUA. We will be scheduling a demo with AQUA as well.</li> </ul> </li> </ul> <p><b>5. OA page in program review:</b></p> <ul style="list-style-type: none"> <li>Madeleine Hinkes provided a copy of the Program Review Outcomes Assessment Form. <ul style="list-style-type: none"> <li>Rob Fremland would like to rephrase some of the wording to change the tone.</li> <li>Clarify the question on outcomes assessment tool.</li> <li>Should we include a question regarding mapping?</li> <li>Should we ask them to list their courses?</li> </ul> </li> <li>Suggestion-Create a table that would facilitate scheduling? <ul style="list-style-type: none"> <li>Add some examples to The Guide.</li> <li>Add a comment option.</li> </ul> </li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> <li>Office of IE will send the links with all of the software vendor information to COA.</li> </ul>	<ul style="list-style-type: none"> <li>Charlie and Yolanda</li> </ul>	<ul style="list-style-type: none"> <li>Next Meeting</li> </ul>

**Agenda Item C: New Business**

<b>DISCUSSION</b>	<p><b>1. District Role in OA</b></p> <ul style="list-style-type: none"> <li>One of the recommendations was to get the district more involved with Outcomes Assessment at Mesa College.</li> <li>Fremland is working to be more proactive at district. This is an opportunity to work with other campuses. Instead of waiting to hear from the district, he suggests we use this opportunity to identify how the district could support COA. At the end of the semester, we could create a list and move that forward to the district. <ul style="list-style-type: none"> <li>We could focus on the resources we need. Maybe the district could</li> </ul> </li> </ul>
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	<p>help us with funding for the software we need.</p> <ul style="list-style-type: none"> <li>▪ Fremland would like to collect a 'wish list' to bring to the district.</li> <li>▪ Clark would like the district to propose their plans to include the college campuses and their resources for outcomes assessment.</li> <li>▪ The district could assist with funding for classified staff since they don't received reassigned time for their work with outcomes assessment.</li> </ul> <p><b>2. Reassigned time for Chairs in OA:</b></p> <ul style="list-style-type: none"> <li>• All department chairs in the district documented their workload for outcomes assessment, program review, etc. There has been a 50% increase in reassigned time.</li> <li>• The reassigned time was only negotiated for classroom faculty chairs. Non-classroom faculty chairs were not represented in the negotiation and were not given any additional form of compensation for the additional work.</li> <li>• Jim Mahler sent an email addressing the information reported out on reassigned time. <ul style="list-style-type: none"> <li>▪ Department chairs will be given reassigned time for the extra duties. It is up to the department to identify how the reassigned time will be used.</li> <li>▪ COA does not play a role in it. This is merely opened up for discussion.</li> </ul> </li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> <li>• Rob Fremland will create a list and will forward it to Yolanda Catano</li> </ul>	<ul style="list-style-type: none"> <li>• Rob Fremland</li> </ul>	<ul style="list-style-type: none"> <li>• As soon as possible</li> </ul>

**Agenda Item D: Goals for 2016-2017**

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

**Agenda Item E: Roundtable/DOC Presentations**

<b>DISCUSSION</b>	<p><u>Report from Ian Kay (Presented by Kris Clark):</u></p> <ul style="list-style-type: none"> <li>• Link to report: <a href="http://www.sdmesa.edu/about-mesa/institutional-effectiveness/learning-assessment/documents/outcomes-assessment/docs-presentations/Reporting%20on%20behalf%20of%20Ian%20Kay.pdf">http://www.sdmesa.edu/about-mesa/institutional-effectiveness/learning-assessment/documents/outcomes-assessment/docs-presentations/Reporting%20on%20behalf%20of%20Ian%20Kay.pdf</a></li> </ul>
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	<p><u>Report from Holly Jagielinski:</u></p> <ul style="list-style-type: none"> <li>• Holly is working with the entire adjunct faculty.</li> <li>• We have assessments in fall and assessments that will be held in spring.</li> </ul> <p><u>Report from Chris Kalck:</u></p> <ul style="list-style-type: none"> <li>• There is a lot of misperception about what counselors do. They wanted to address the breadth of what counselors do for their students.</li> <li>• They created 14 outcomes and narrowed it down. The recent recommendation was to create less than 5 outcomes. They narrowed it down to four.</li> <li>• The counseling department made a commitment to meet on a weekly basis.</li> <li>• The outcomes allow for data collection that will inform the institution. Also, the outcomes would inform the work that the counselors do in a detailed form. The outcome affirms their discipline and it shows what they do with their students.</li> <li>• As professionals they assess their outcomes and develop their rubric. Chris Kalck made a cd to get them interested. Small groups created a rubric that highlighted 10 things that a student could demonstrate their competency with the outcome. Then the students are able to exemplify their competency. This would demonstrate their critical thinking skills.</li> <li>• Chris created a survey with Bri Hays before her departure.</li> <li>• Their plan is to focus one year on students and the other on faculty. This is to reinstitute a 'best practice' discussion. They have SLO time as a result of this. They have a number of program coordinators in the departments like Puente, UMOJA and others.</li> <li>• The form that COA agreed on was helpful for the coordinator on the process for outcomes assessment.</li> <li>• Link to Presentation: <a href="http://www.sdmesa.edu/about-mesa/institutional-effectiveness/learning-assessment/documents/outcomes-assessment/docs-presentations/Counseling%20SLO%20SSO%20overview.pdf">http://www.sdmesa.edu/about-mesa/institutional-effectiveness/learning-assessment/documents/outcomes-assessment/docs-presentations/Counseling%20SLO%20SSO%20overview.pdf</a></li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> <li>• Chris Kalck will forward his presentation to Yolanda Catano.</li> </ul>	<ul style="list-style-type: none"> <li>• Chris Kalck</li> </ul>	<ul style="list-style-type: none"> <li>• As soon as possible</li> </ul>

**Agenda Item F: Adjournment**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>• Meeting was adjourned by Clark at 4:54 p.m.</li> </ul>
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**1. Next Meeting is on April 18, 2017 in MC 211B.**

Submitted by: Yolanda Catano, Senior Secretary

Approved on: April 18, 2017