

**San Diego Mesa College
Committee on Outcomes and Assessment
Meeting Notes
September 20, 2016
3:45 p.m. – 5:00 p.m., MC 211B**

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

Agenda Item A: Call to Order: By Hinkes at 3:48 p.m. in MC 211B.

DISCUSSION	<p>Approval of September 6, 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 Ed Helscher and Tina Recalde.
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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"> 1. Membership <ul style="list-style-type: none"> • COAs new members: <ul style="list-style-type: none"> ▪ Michael Temple, Counseling ▪ Donna Duchow, Humanities • Learning Resources is still vacant. 2. ILO Revision <ul style="list-style-type: none"> • The Academic Senate reviewed the ILOs last week. <ul style="list-style-type: none"> ▪ The Academic Senate had a lot of discussion about the ILOs and the deadline for mapping on September 30th. Academic Senate suggests that there should be an approval process before a submission process
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begins.

- The Academic Senate reviewed the ILOs during their last meeting of spring semester on May 2. The discussion was tabled. Hinkes made a presentation to Academic Senate on September 12 and the discussion was again tabled. There were a lot of questions about the need for the revising and the timeline.
- Luster-Has a concern with the amount of time this type of process is taking. At what point is there this sort of trust level to move this forward? Is the concern the mapping or the ILOs? Is this from a content perspective or is it a timing issue?
- Hinkes-Shared with COA some of the points she jotted down from the meeting with Academic Senate on September 12. Some of them were about the measurability and the issue with the wording of tolerance. Someone didn't understand the meaning for professional and ethical behavior. Also there were concerns about the timing when accreditors are coming and the changes of the ILOs.
- Fremland-Can we push the mapping date of September 30th back?
 - Lieu-The mapping is a matter of collecting the information and putting into the Taskstream. It depends if this is going to conflict with creating the workspace.
 - Can we push the ILO mapping for an additional two weeks? Yes. The coordinators are currently working on this.
- Crocitti-What happens if the Academic Senate not approve the ILOs?
 - Luster-It is a recommendation and the institution has to move forward. The college has had a sustained effort during the governance processes. COA and other governance groups have had this discussion about the recommendations for the last 8 months. Maybe that is a matter of communicating those efforts and governance discussions to Academic Senate.
 - Helscher- People have the issues with the workload, with the GOA, and with the ILOs. Mapping is not that difficult. People need to separate the issues of GOA and the mapping of the ILOs.
 - Crocitti-Is uneasy over the action plan and the workload for faculty about the writing of the narrative over the mapping and the ILOs.
 - Topham-The previous ILOs didn't meet the needs of the community. We need to increase the governance attendance. People will have the ability to participate.
- Saidane-Expressed concern over the multiple assessments occurring for Program Review and Outcomes Assessment.

3. CampusLabs Demo

- Taskstream contract ends in 2018 and costs an average of \$65,000.
- Hinkes worked with Michael Weisman from CampusLabs. There is no sandbox capacity for the demo display, but he can set up a demo using Mesa data.
- Luster-Taskstream is also used district wide and if we decide we are changing software we have to convey this to our sister campuses.
- Hinkes-There will be a poll sent out to all coordinators for dates and times that work for the larger community to attend the display for CampusLabs.

4. GOA (The Guide)

- Clark will attend Academic Senate on Monday, September 26 to introduce The Guide.
- Fremland-Suggested boxes in The Guide where they can submit suggestions. This would allow people to provide feedback and commentary. Exec had issues

	<p>with the timelines for submissions.</p> <ul style="list-style-type: none"> • Hinkes-People also wanted guidance and The Guide is useful tool. The Summer Work Group provided feedback. • Crocitti-There can't be a common assessment instrument that would fit all programs. He has a serious objection to that. The language could be clearer in The Guide. • Rattner-Our program doesn't come together to discuss course outcomes. There should be a trust on the instructor to assess properly. Faculty learning materials are assessed for appropriateness during the faculty evaluation process. <p>5. Update Goals for 2016-2017</p> <ul style="list-style-type: none"> • Look at the Goals that are proposed for COA and we will discuss them next week.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> • 1. Email COA the time that Kris will speak at Academic Senate • 2. Create a Doodle Poll for CampusLabs for Departmental Outcomes Coordinators • 3. Look over Proposed Goals for COA 	<ul style="list-style-type: none"> • 1. Yolanda Catano • 2. Yolanda Catano • 3. COA 	<ul style="list-style-type: none"> • 1. As soon as possible • 2. By the end of the week • 3. By next meeting

Agenda Item C: New Business

DISCUSSION	<ol style="list-style-type: none"> 1. Workshops 2016-2017 <ul style="list-style-type: none"> • N/A 2. Prepare for PRT Visit on December 1 <ul style="list-style-type: none"> • N/A
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<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 (Proposed)

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
<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

DISCUSSION	<ul style="list-style-type: none"> N/A
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<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 Hinkes at 5:05 p.m.
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1. Next Meeting is on October 4, 2016 in MC 211B.

Submitted by: Yolanda Catano, Senior Secretary

Approved on: October 4, 2016