

**San Diego Mesa College
Committee and Outcomes and Assessment
Meeting Notes
September 6, 2016
3:45 p.m. – 5:00 p.m., MC 211B**

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

Agenda Item A: Call to Order: By Hinkes at 3:54 p.m. in MC 211B.

DISCUSSION	<p>Approval of May 17, 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 Rob Fremland and Mariette Ratner.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> • Post approved minutes to the COA website. 	<ul style="list-style-type: none"> • Yolanda Catano 	<ul style="list-style-type: none"> • Before next meeting

Agenda Item B: Continuing Business

DISCUSSION	<ol style="list-style-type: none"> 1. Membership, Handouts <ul style="list-style-type: none"> • John Crocitti attended as a guest, pending his approval by Academic Senate; he will be the new Social/Behavioral Sciences/Multicultural Studies committee member for COA. 2. Policy on the Genesis, Development and Application of Student Learning Outcomes (2004) <ul style="list-style-type: none"> • Hinkes provided a printed copy of the document to COA for review. <ul style="list-style-type: none"> ▪ Link: http://www.sdmesa.edu/about-mesa/institutional-effectiveness/learning-assessment/documents.shtml 3. Guide to Outcomes & Assessment (GOA) <ul style="list-style-type: none"> • Clark and summer work group made several revisions during the summer.
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	<ul style="list-style-type: none"> ▪ Catano made final edits to the document and a draft copy of the guide is available on the Outcomes & Assessments webpage. ▪ Link: http://www.sdmesa.edu/about-mesa/institutional-effectiveness/learning-assessment/documents/GOA--reviseddraft.pdf <p>4. IEPI Update</p> <ul style="list-style-type: none"> • The team reviewed the final action plan; we have been approved to receive the money. <ul style="list-style-type: none"> ▪ One year has been allotted for expenditure of the money. The year begins from the day funding is received. • Some of the money will be used for trainings. The goal is to send different people to different meetings to keep the conversations going.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> • 1. Homework: COA will look at GOA and bring comments back to the committee in next week's meeting on September 20, 2016. 	<ul style="list-style-type: none"> • 1. COA 	<ul style="list-style-type: none"> • 1. September 20, 2016

Agenda Item C: New Business

DISCUSSION	<p>1. Math Outcomes (Toni Parsons)</p> <ul style="list-style-type: none"> • General Education programs have different courses that serve different paths for students. Math has different outcomes and needs to re-define outcomes assessment for its program. • There are five different types of students who are being served with different goals and outcomes. The PLOs are very broad. <ul style="list-style-type: none"> ▪ Basic Skills/AA, STEM, Business Administration/Biology, Elementary School Teachers, Everyone else. • Math will be using the capstone courses for outcomes and assessment. <ul style="list-style-type: none"> ▪ Creating some kind of assessment that is somewhat universal to demonstrate the core concepts. • Saidane wants more clarification about the definitions for each program in order to conduct the assessments for each course. <ul style="list-style-type: none"> ▪ Topham- There should be clarity in the terminology. The point is to set up the framework and terminology by which programs can then define their programs. ▪ Parsons- There are varying definitions for each program, but there should be some definitions made available for outcomes assessment. ▪ Clark-An addition to the guide will be added to provide an example for what an outcomes assessment for a program is. <p>2. Program Review Form</p> <ul style="list-style-type: none"> • Clark has received positive feedback about the form. <ul style="list-style-type: none"> ▪ Some programs have already expressed interest in changing their outcomes assessment. • Clark will be providing several one-on-one workshops throughout the semester for outcomes assessment. <ul style="list-style-type: none"> ▪ Trainings will also be available for Program Review. • Program Review COA Outcomes Assessment 2016-2017 form has been reviewed and is available via Taskstream. <ul style="list-style-type: none"> ▪ Hinkes reviewed the different forms for administrative services,
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	<p>instruction, and student services with the committee. As the guide demonstrates, the Program Review form examines outcomes assessment as a whole.</p> <ul style="list-style-type: none"> ▪ Suggestion (Fremland)-Is there a way to set-up an automatic roll-over option in Taskstream so that the process isn't repetitive from assessment side to Program Review? <p>3. Campus Labs Demo:</p> <ul style="list-style-type: none"> • There have been previous demonstrations. • Michael Weisman should be able to create a generic sandbox to try out CampusLabs. • Taskstream contract with Mesa College ends in 2018. We put it in the IEPI grant to try out various software. Would like to invite program outcomes coordinators. • Hinkes and Clark mentioned AQUA as a new system within Taskstream. <ul style="list-style-type: none"> ▪ Link: http://www.gotoadvantage.com/aqua <p>4. Training Opportunities (Florida, Oakland):</p> <ul style="list-style-type: none"> • The Community College Conference on Learning Assessment will be held on February 5th-7th in Orlando, Florida. It is through Valencia College, which is right at the cutting edge of outcomes and assessment. • The college has set aside \$50,000 for travel funds. • Money for local trainings for gas and registration fees will also be made available. <p>5. Update Goals for 2016-2017</p> <ul style="list-style-type: none"> • COA has already completed some of the goals. We will re-visit and update the goals next meeting. • Suggestion (Luster)-To include IEPI goals in COA goals for monitoring and reporting purposes. <p>6. Honors Program:</p> <ul style="list-style-type: none"> • Few programs like Honors and Women's Studies who are not actual programs with courses. How they should address outcomes assessment? <ul style="list-style-type: none"> ▪ Honors give a certificate, but it is not recognized. • Luster thinks Women's Studies should be recognized as a program and be included in Program Review. • Honors has its own allocation of FTF and should write their own outcomes assessment.
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ACTION ITEMS	PERSON(S) RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> • 1. Parsons will send an example of Math SLOs to Clark. • 2. Hinkes will contact Michael and ask him about a generic sandbox sample • 3. Re-Visit Goals 	<ul style="list-style-type: none"> • 1. Toni Parsons • 2. Hinkes • 3. ALL 	<ul style="list-style-type: none"> • 1. As soon as possible • 2. As soon as possible • 3. As soon as possible

Agenda Item D: Goals for 2016-2017 (Need to be updated)

DISCUSSION	<ol style="list-style-type: none"> 1. Develop a formal reporting process for both end of year and end of cycle assessment data. 2. Establish an informal process for recording discussions that happen in pockets. A blog, repository, tweets, Facebook, etc. 3. Clarify outcomes and objectives. Reassess outcomes for the next cycle. 4. Streamline Taskstream as it reports out for Outcomes and Program Review. Look at the Outcomes component in Program Review. 5. Plan what the next cycle looks like and revisiting the ILO's. 6. Expand and update the current and new webpages. 7. Conduct Survey for Assessment users in Fall 2015.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> • 1. Binder for John Crocitti 	<ul style="list-style-type: none"> • 1. Catano 	<ul style="list-style-type: none"> • 1. Next Meeting

Agenda Item E: Roundtable

DISCUSSION	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 September 20, 2016 in MC 211B.

Submitted by: Yolanda Catano, Senior Secretary

Approved on: September 20, 2016