San Diego Mesa College
2017 Institutional Accreditation Visit

Progress Update
2017-2018

Due: May 4, 2018

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Instructions

The 2017 Institutional Accreditation Visit Progress Update document consists of recommendations for compliance and/or improvement, as appropriate. The Progress Made section may include narrative that speaks to the progress and results of the individual recommendation.

The document will be distributed annually during the fall semester and will be due during the following spring semester. Information received will be used to create an annual report to the SDCCD Board of Trustees.

Recommendation 1 (Improvement): In order to ensure continuous improvement, the team recommends that the college revisit course and program assessment processes to improve the quality, effectiveness, and consistency of student learning outcomes assessment.
(I.B.2, I.B.3, I.B.6, II.A.2, II.A.3)

Progress Made

Our ongoing progress with learning outcomes assessments relies on a three-part strategy: appointing Department Outcomes Coordinators (DOCs) for each program; investment in institutional effectiveness training for faculty, staff, and administrators; and assessing Institutional Level Outcomes (ILOs), with a focus on student feedback. Assessments for course level outcomes are already in place, and so the improvements discussed here are primarily for administrative and program level outcomes.

Mesa College is currently benefitting from an IEPI grant (Institutional Effectiveness Partnership Initiative) which funds travel, training, and a clerical NANCE. Particular attention has been given to training Department Outcomes Coordinators. A coordinator has been appointed for each program, and these individuals are trained in the process, forms, and data entry into Taskstream. They work closely with our faculty College Outcomes Coordinator and the administrative technician and NANCE in the Institutional Effectiveness Office.

At our Committee on Outcomes & Assessment (COA) meetings, we invite selected DOCs to present the findings from their department (DOCs are always welcome to attend even when they are not presenting). These presentations have led to informative, interesting discussions, and the sharing of best practices between programs. As programs become more proficient in outcomes assessment, many are revising their CLOs and PLOs (course and program level outcomes) to better reflect their discipline's needs.

This June will see our second Outcomes Assessment Institute, also funded by the IEPI grant. We invite guest speakers from other colleges and from among our own faculty and staff. Last year's focus was on program level assessment. This year we will explore ILOs, rubrics, habits of mind, data analysis, and Canvas as an outcomes assessment tool.

The assessment of ILOs is taking place at three levels, with involvement from the Office of Institutional Effectiveness, Program Review Committee, and Committee on Outcomes & Assessments. First, ILOs were revised (last year) through the participatory governance process, resulting in the following five ILOs: Communication, Critical Thinking, Information Literacy, Professional & Ethical Behavior, and Global Consciousness, with one ILO being addressed specifically each year.

Course-level outcomes are mapped to the institutional level to ensure that ILOs are being addressed at all levels of the campus. Students who have filed a petition to graduate are surveyed and asked whether they think their skills in the different competencies have increased during their time at Mesa. The survey will be further modified to assess students who have achieved other milestones, such as the completion of 30 units. At the third level, COA has asked for faculty volunteers who are interested in developing an assessment tool (and rubric) to be used across disciplines. Our goal is to administer this to students in fall 2018. We are continuing to evaluate student competencies, directly and indirectly, and to fine-tune our assessment tools at the course, program, and institutional levels.

(COA, Program Review Committee, IE Office)

Recommendation 2 (Improvement): In order to ensure continuous improvement, the team recommends that a consistent formal self-evaluation process be developed and implemented across all committees and that outcomes of that assessment be posted on the governance website.
(I.B.7, I.B.8, I.C.5, IV.A.7)

Progress Made

This recommendation is in progress and has included the following steps: review of a survey and other tools, input of ideas and suggestions from other campuses, and preparation for beta-testing. To start, members of the Planning and Institutional Effectiveness (PIE) committee brainstormed the types of information to be included in a self-evaluation form and process, as well as a discussion of how this information could be used. Next, other colleges were surveyed for ideas and examples.

Proposals under consideration included developing a training document at the start of the year, creating a template to test among committees, and even giving a group assessment survey during the last committee meeting of the year.

After consideration, a survey currently used by Fullerton College was selected and modified to fit Mesa's needs. Drafts were submitted to PIE for discussion, and the survey tool is now ready for testing, first within the PIE committee, and then other governance committees. The survey will then be further modified, based on user-feedback, with the goal of preparing it for wider use across the campus in the next academic year. Results will be posted on the Governance page of the campus website.

(PIE Committee, IE Office)

Recommendation 3 (Improvement): In order to ensure continuous improvement, the team recommends that the College has student learning outcome assessment data and analysis accessible to the public.
(I.B.8, I.C.3)

Progress Made

Mesa College currently posts learning outcomes assessment data, which is part of our extensive Program Review, on the Mesa website in the Program Review section under Campus Governance. This portion of the website is accessible to the public, so assessment data and findings can be reviewed by our students and the community.

After reviewing other colleges, our Planning and Institutional Effectiveness (PIE) committee determined that there is not a uniform or systematic approach to supplying access to outcomes assessment data. Some colleges post the information in a forum that is separate from program review. Mesa's PIE committee found this to be problematic, as the information is taken out of context.

Once our review of Institutional Learning Outcomes (ILOs) is completed, we may also post all levels of outcomes in the same place on our Governance page, with links to program review. This will be revisited when the ILO portion of the review is completed.

(Committee on Outcomes & Assessment, IE Office, Program Review Committee)

Recommendation 4 (Improvement): In order to improve facilities and educational planning, the team recommends that the District develop an updated comprehensive Facilities Master Plan to integrate with each campus's Educational Master Plan. The plan should be integrated with the College program review process and with the on-going and routine facilities assessments done by the College and District Facilities to include scheduled equipment replacement. The Facilities Master Plan should align with and directly support the District Strategic Plan and the College's strategic plans.
(III.B.2, III.B.3, III.B.4)

Progress Made

Progress on the Facilities Master Plan is being directed from the District Vice Chancellor's Office of Facilities Management, with input from Mesa's Executive Leadership Team. Mesa College has charged their Facilities Committee to coordinate with the District, and this committee will report back to the President's Cabinet.

Currently, the District has retained a consultant to assist with the development of the Facilities Master Plan, and meetings will take place between the consultant and Mesa's Facilities Committee during the spring semester 2018 with the goal of developing a timeline for implementing changes.

Mesa's Facilities Committee will work with the District to integrate the campus program review process, which includes recommendations for maintenance and equipment upgrades, into the Facilities Master Plan.

(Facilities Committee, District's Facilities Committee, District Vice Chancellor's Office of Facilities Management)

Recommendation 5 (Improvement): In order to ensure continuous improvement, the team recommends continued effective communication through the consistent development and dissemination of robust committee meeting minutes that include constituent dialogue and feedback and that these enhanced minutes will be posted on the governance website.
(IV.A.6)

Progress Made

We continue to make progress with this recommendation. To ensure effective and consistent communication, we have developed a uniform template that is now available for committees to use. This template is located on the Governance webpage under Resources. Currently, the following governance committees are utilizing this template for agendas and meeting notes/minutes:

- Planning and Institutional Effectiveness (PIE)
- Committee on Outcomes and Assessment (COA)
- Program Review
- Student Services Council

Each of these committees posts its meeting notes/minutes upon approval. Additional templates that meet the needs of other committees are under development and will be added to our Resources section by the end of the spring 2018 semester.

Additionally, a governance sub-committee has been formed to assess how we can make the overall accreditation evaluation, improvement, and documentation process more streamlined across campus, with special focus on consistency and communication between governance and operational committees. The sub-committee would like to have a new process in place by fall 2018.

(PIE's Accreditation Sub-Committee, PIE)

Recommendation 6 (Improvement): In order to ensure continuous improvement, the team recommends continued effective communication through the inclusion and posting of the President's Cabinet minutes, purpose, goals and agendas on the governance website.
(IV.A.6)

Progress Made

This recommendation has been completed.

The following information is now posted on the College website under "Office of the President":

- President's Cabinet Agenda Outcomes and Meeting Documents (Minutes)
- Planning Documents
- College Reports
- Educational Master Plan
- The President's "First Monday on the Mesa" newsletter