

San Diego Mesa College  
Committee on Outcomes and Assessment  
Meeting Notes  
March 7, 2023  
4 p.m. – 5:00 p.m., Zoom

<b>ATTENDEES</b>	<b>School Representative</b> <i>(Not to exceed 3 Deans*)</i>
Hai Hoang, Co-Chair	Monica Romero
Eliza Rabinovich, Co-Chair	Amanda Johnston
Leslie Shimazaki, Co-Chair	Leslie Shimazaki
	Alison Gurganus (Absent)
<b>Membership Areas</b>	Saloua Saidane
Ailene Crakes	Donna Duchow (Absent)
Larry Maxey	Nathan Resch
John Crocitti	Andrew Hoffman
Michael Temple	SBS – Vacant
Anda McComb	Mark Manasse (Absent)
<b>Advisory</b>	<b>Classified Professionals: VACANT</b>
Ashanti Hands	
Lorenze Legaspi (Excused)	
Justin Estep CRC (Curriculum Review Committee) (Excused)	<b>Students: VACANT</b>
<b>Administrative Support:</b> Gity Nematollahi	<b>Guests:</b> Alex Berry (CTE)

**Agenda Item A: Call to Order: Leslie Shimazaki at 4:03 p.m. Via Zoom**

<b>DISCUSSION:</b>
<ol style="list-style-type: none"> <li>1. Call to Order</li> <li>2. Approval of March 7, 2023, minutes             <ol style="list-style-type: none"> <li>a. Motion to approve from Ailene Crakes, second by Nathan Resch approved by all.</li> </ol> </li> </ol>

<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
<ul style="list-style-type: none"> <li>• Post approved minutes to the website</li> </ul>	<ul style="list-style-type: none"> <li>• Gity Nematollahi</li> </ul>	<ul style="list-style-type: none"> <li>• Before the next meeting</li> </ul>

**Agenda Item B: Continuing Business**

<b>DISCUSSION:</b>
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1. Process for Meeting Notes (Leslie)
  - Suggestion: Adding the purpose of the form.
  - Suggestion: Adding a department response section at the end
  - Suggestion: Adding a disclaimer: This is not the committee's official note. Please use this to report out to your department/group
  - Action Item: Edit the Report Out Form and send it to members before the next meeting.
2. Nuventive Update (Liza-Gity)
  - IE (Institutional Effectiveness) has been helping Nuventive group compiling a list of all the current program course and student service outcomes since summer. This information will be fed into Nuventive and available to the department once they start using Nuventive.
  - We contacted Shelley Hess in the district to give us a list of all the active courses. There is a high chance that some new courses are missing because all the work (entering new classes) has been done manually in Task Stream for each unit. We are going to compare that list with Shelley and see what our outcomes and which courses we need to add into Nuventive.
  - Nathan liked the functionality of Nuventive which allows assigning faculty to do assessments during certain semesters as a DOC. (Liza added that we will find out more about this functionality next week.)
  - The idea of a central repository of information about the Nuventive was brought up by Gity and supported by the members. Liza shared what Miramar has done in this regard:  
<https://sdmiramar.edu/services/planning/nuventive>
  - Action Item: Gity Updating the Nuventive website bi-weekly.
3. Work Groups (Leslie) [2023 Workgroup Deliverable folder](#).

A) Share Out and Feedforward

- [ILO Assessment Tools \(Hai\)](#)
- Discussion around the timing of the sending the survey:
  - a) The spring petition for graduation is at the end of April. During May we will send out the graduate survey. We should decide about the ILO tools no later than the beginning of May. As a group we are going to decide whether to select a specific ILO like in the past or all of them at once. (Anda)
  - b) Can students answer the questions in a way that reflects an institutional learning outcome if they are technically still in classes? Should we send it out later? (Amanda)
  - c) The survey normally goes to students who have petitioned to graduate. These students mostly have not finished their degrees. Sometimes they do not know they have not finished and we automatically send diplomas. Once the students graduate, it would be neat to ask them to complete the survey while their diploma is on its way. "Please complete the survey, and then we will get your diploma out to you. So, there is some incentive to complete. (Monica)

- d) The rate of response once the students move on is not that high. “If we do the mapping correctly, the process of achieving the ILOs starts from day one. I do not like the idea of saying we will not give you your diploma if you do not do this”. (Isabel)
  - e) The ILO survey is combined with the graduate survey. The ILOs can be achieved at any point during their educational journey, but we are mixing two needs with one survey, and that is part of the challenge. (Monica)
  - f) One reason we have combined these two surveys is that it is challenging to get good responses from the alumni. (Hai)
    - o [Professional Learning group \(Liza\)](#)
    - o [Methods of Assessment \( Leslie\)](#)
- B) Groups Continued Working in their groups in the breakout rooms.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Edit the Report Out Form and send it to members before the next meeting	Co-Chairs, Admin Support	Before next meeting
Updating the Nuventive website	Gity	Ongoing-Biweekly

**Agenda Item C: New Business**

DISCUSSION:
<ol style="list-style-type: none"> <li>1. We did not have time to review “Outcomes and Pathways- April 21<sup>st</sup>” (Liza)</li> <li>2. We did not have time to review “Review, Revise, Reaffirm ILOs”</li> </ol>

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

**Agenda Item D: Announcements/ Adjournment**

**DISCUSSION:** At 5:00 PM

<ol style="list-style-type: none"> <li>1. <a href="#">COA 22-23 Membership</a></li> <li>2. <a href="#">COA 22-23 Meeting Schedule</a></li> <li>3. Next Meeting: March 21st, 2023</li> </ol>
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Submitted by: Gity Nematollahi

Approved on: 03/21/2023