SAN DIEGO MESA COLLEGE

Committee on Outcomes and Assessment
Minutes

November 5, 2024
4:00 – 5:00 PM
Zoom ID: 876 9601 0293

Attendees

Liza Rabinovich, Hai Hoang, Andrew Hoffman, Saloua Saidane, Isabel O'Connor, Larry Maxey, Nathan Resch, Todd Curran, Miguel Murrillo, Ayana Woods, Mary Gwin, Monica Romero

A. Call to Order

1. Hai Hoang at 12:10 PM.

B. Approval of Agenda 11.5.24

Agenda: Shared in the chat. Members were invited to suggest edits or additions.
Motion to Approve: Andrew Hoffman
Seconded by: Saloua Saidane
Outcome: Approved unanimously with seven votes.

Welcome New Members: Catherine Cannock

C. Approval of 10.15.24 Minutes

Motioned: Monica Romero
Seconded: Andrew Hoffman
Corrections: N/A
Abstained: Todd Curran
Approval: Minutes were approved on November 5, 2024.

D. Communication Loop

1. **Updates from Members**
   a. No updates.

2. **Updates from Co-Chairs**
   a. **Governance Survey:**
      o Purpose: Ensure inclusivity, clear decision-making processes, and proper representation in committee activities.
      o Members are encouraged to complete the survey online; a reminder will follow.

E. Continuing Business

1. **Coordination with Curriculum Committee (CRC):**

   Members debated the integration of curriculum reviews with learning outcomes updates. Key points included:
   - Outcomes must be included as part of new course proposals in CRC processes.
   - Challenges exist due to varying cycles between curriculum updates (6 years) and outcomes assessments (4 years).
   - CRC ensures technical review of outcomes at points of curriculum submission and revision.
   - Short-term proposal: Locking Nuventive for immediate stability, with designated update windows managed by Liza Rabinovich.

2. **Learning Curve Challenges:**
   - Some faculty are revisiting outcomes for the first time in years, leading to inconsistencies.
   - Programs like Allied Health (which have stricter review cycles) require quicker updates to outcomes.
   - Temporary measures include manual updates to Nuventive by COA leads to ensure consistency and avoid data loss.

3. **Approval of Fall 2024 and Spring 2025 Outcomes Timeline**
   - **Overview:** Hai Hoang presented the proposed timeline for outcomes review, updates, and assessment activities.
     > **Fall 2024:** Finalization of year 3 assessments and preparations for ACCJC compliance.
     > **Spring 2025:** Alignment of outcomes between Nuventive and Meta, and establishment of structured timelines for ongoing reviews.
   - **Edits Proposed:** Liza Rabinovich suggested adding a process for manual updates during designated periods to ensure data integrity in Nuventive and Meta.
   - **Motion to Approve:** Andrew Hoffman
   - **Seconded by:** Saloua Saidane

- **Outcome:** Timeline approved unanimously with incorporated edits.

4. **Clarification of Relationship Between ACCJC Group and COA**
   - **Background:** Miguel Murillo Ayala requested clarification about the roles and relationship between the ACCJC accreditation group and COA.
   - **Discussion:**
     - Hai Hoang explained that the COA focuses on ensuring effective outcomes assessment processes and aligning them with institutional goals and accreditation requirements.
     - The ACCJC accreditation group oversees broader institutional compliance with accreditation standards, including documentation and evidence collection.
     - COA contributes to ACCJC efforts by:
       - Managing the outcomes assessment cycle.
       - Providing data and evidence of student learning to support accreditation reports.
     - Members discussed the importance of maintaining clarity in roles while collaborating to meet shared goals, particularly during the ACCJC review process.

     Conclusion: COA plays a supporting role to the ACCJC group, focusing on assessment processes and ensuring compliance with specific outcomes-related accreditation standards.

F. New Business

Curriculum and Nuventive Updates

1. **Proposal for Managing Outcome Updates:**
   - Liza Rabinovich proposed keeping Nuventive locked until after ACCJC review (Spring 2025) to stabilize data.
   - Faculty can still submit edits during designated windows (twice per semester) by emailing proposed changes to Liza for manual upload.
   - Benefits of this process include:
     - Reduced risk of losing historical data in Nuventive.
     - Better tracking and oversight of changes.
   - Questions raised:

- o Some members requested clarification about the practicality of frequent updates when curriculum reviews occur every 6 years.
- o Others, including Andrew Hoffman and Nathan Resch, highlighted the need for flexibility to address immediate program needs.

2. **Long-Term Goals:**
   - Aligning cycles for curriculum reviews, outcomes assessments, and program reviews was proposed as a potential long-term solution.
   - Members supported the idea of convening a joint annual meeting with COA, CRC, and program review representatives to streamline processes and ensure alignment.

B. Catalyst Conference Proposal

- Members were invited to submit proposals for the Spring Flex Week Catalyst Conference, focusing on sharing best practices and professional development around outcomes assessments.
  Contact: Liza Rabinovich offered to co-present and share resources.

G. Announcements & Resources

- **Next Meeting**: 12.3.24
- **Resources**:
  - o [ACCJC Accreditation Standards-2024](#)
  - o [Outcomes Assessment Handbook](#)
  - o [Meeting Schedule 2024-25](#)
  - o **[Outcomes Process Documentation](#)**
  - o **[Outcomes Glossary](#)**

H. Action Items / Next Steps

1. Members to complete governance survey.
2. Continued focus on ensuring ACCJC compliance for spring 2025.
3. Draft proposal for integrating COA and curriculum review timelines.

I. Adjournment

- The meeting adjourned at 5:00 PM.

Minutes Submitted By: Catherine Cannock

Approval Date: 12.3.24