

# SAN DIEGO MESA COLLEGE

## Committee on Outcomes and Assessment

### Minutes

**December 3, 2024**

**4:00 – 5:00 PM**

**Zoom ID: 876 9601 0293**

#### **Attendees**

Hai Hoang, Liza Rabinovich, Catherine Cannock, Ashanti Hands, Isabel O'Connor, Larry Maxey, Todd Curran, Nathan Resch, Miguel Murrillo, Monica Romero, Katie Palacios, Michael Temple, Cynthia Rico, Saloua Saidane, Andrew Hoffman, Ayana Woods

#### **A. Call to Order**

1. Hai Hoang at 4:03 pm

#### **B. Approval of Agenda 12.3.24**

**Agenda:** Shared in the chat. Members were invited to suggest edits or additions.

**Motion to Approve:** Andrew Hoffman

**Seconded by:** Miguel Murillo

**Outcome:** Approved by majority

#### **C. Approval of Minutes 11.5.24**

**Motioned:** Andrew Hoffman

**Seconded:** Miguel Murillo

**Corrections:** Adjournment time was changed from 1:30 pm to 5 pm.

**Abstained:** Katie Palacios

**Approval:** Approved by majority

#### **D. Communication Loop**

1. **Updates from Members**

- a. No updates

2. **Updates from Co-Chairs**

Liza Rabinovich provided an update regarding the syllabus verification process:

- A follow-up on the timeline for Fall 2024 and Spring 2025, including deadlines and requirements.

- Emphasis on clarity and collaboration from Deans' Council regarding the outcomes verification process.
- The co-chairs emphasized a need for consistent communication between departments to address gaps in the verification process.
- Monica and Isabel offered additional coordination support.
- Further discussion highlighted the importance of ensuring faculty compliance with outcomes documentation.

## E. Continuing Business

### **Refining Outcomes Assessment Processes**

- Members discussed the importance of revisiting and refining the outcomes mapping process to ensure alignment with course and program-level goals.
- There was agreement on the need to review historical data to identify trends in student learning outcomes and to address gaps proactively.
- Cynthia Rico suggested forming smaller subgroups to work on specific aspects of outcomes assessment documentation to improve efficiency.
- Hai Hoang emphasized the significance of maintaining transparency and collaboration with faculty during the mapping and reporting phases.
- Monica Romero highlighted the potential of integrating new technology tools to streamline data collection and analysis.

## F. New Business

### **Proposed Adjustments and Strategies for Outcomes Assessment**

- Proposed adjustments to streamline outcomes assessment processes for the upcoming academic year, including:
  - Establishing clearer deadlines for report submissions.
  - Developing training sessions for faculty to better understand outcomes assessment expectations.
  - Enhancing tools for outcomes tracking and reporting.
- Members discussed strategies to improve coordination and ensure alignment with accreditation standards.

- Cynthia Rico suggested that workshops for faculty might help address common challenges with outcomes reporting.
- **Official process for adherence to outcomes assessment (slide 3) was motioned by Andrew, seconded by Saloua. This motion was approved by the Committee with 11 Yes votes.**

## G. Announcements & Resources

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

## H. Action Items / Next Steps

1. Ensure all Spring 2025 syllabi include the correct Course Learning Outcomes (CLOs).
  - a. Continue monitoring updates from the Dean's Council and addressing any remaining inconsistencies.
2. Integrated Planning Calendar Updates
  - a. Review and update missing sections, particularly those related to accreditation.
  - b. Ensure major spring 2025 deadlines and benchmarks are correctly recorded.
  - c. Encourage committee members to add/edit missing activities and deadlines.
3. Establishing a Process for When Benchmarks Are Not Met
  - a. Develop a formalized process for addressing courses that do not meet benchmarks.
4. Clarifying the Role & Accountability Measures
  - a. Define the responsibilities of department chairs, deans, and the VPI/VPS in ensuring compliance.
  - b. Consider tying assessment participation to resource allocations (e.g., funding requests).
5. Setting a Timeline for Faculty & Program Compliance Reviews
  - a. Recommend departments conduct outcome assessment discussions at department meetings or FLEX days.

- b. Ensure Nuventive data and assessment reports are accessible for review.
6. Confirming Next Actions with Leadership (VPI, VPS, and Deans)
  - a. Ensure Deans are actively involved in monitoring compliance.
  - b. Communicate with college leadership about unresolved assessment compliance issues.

## Adjournment

- The meeting adjourned at 4:55 PM

**Minutes Submitted By:** Catherine Cannock

**Approval Date:** [Pending Approval]