

SAN DIEGO MESA COLLEGE

Committee on Outcomes and Assessment Minutes

March 19, 2024

4:00 p.m. to 5:00 p.m.

Attendees

Hai Hoang, Liza Rabinovich, Sahar (Mona) King, Andrew Hoffman, Ailene Crakes, Leslie Shimazaki, Isabel O'Connor, Saloua Saidane, Larry Maxey, Amanda Johnston, Isabel O'Connor* (VPI), Donna Duchow, Todd Curran

A. Call to Order -

1. The meeting called to order by Liza Rabinovich at 4:00
2. Agenda Overview and Call for New Agenda Items: the co-chair opened the floor for any additional item's members wished to include.
3. Call for Student Representatives and Additional Representation: Student Representative and Additional Representation: The ongoing need for student representatives and more diverse committee representation was highlighted. Efforts to recruit more members through various callouts

B. Approval of March 5th Minutes

1. Motioned - Ailene Crakes
2. Seconded - Andrew Hoffman
3. Correction -
4. Abstained-
5. Approval: The minutes were approved on March 19, 2024, with a unanimous vote of 10 in favor

C. Communication loop

1. Update from members and co-chairs
 - The committee opened the floor to members for updates from their areas. The ongoing development of Curriquetnet was highlighted, with an emphasis on the importance of updating outcomes and the availability of training sessions for chairs and DOCs
 - [Outcomes Assessment Training Schedule Spring 2024](#)
 - **Training Sessions Recap:** The committee discussed recent training sessions, highlighting low attendance likely due to scheduling conflicts or specific focus on outcomes. They acknowledged the need for future planning and improvement in this regard.
 - **Individual Outreach Efforts:** One-on-one discussions initiated with Department Outcomes Coordinators (DOCs) in various programs, receiving positive feedback. This aims to dive deeper into outcomes

management, addressing challenges and simplifying the abundance of outcomes-related information.

- **Proposal for a Structured Assessment Cycle:**
 - a. Proposal for a structured 4-year assessment cycle inspired by Chemistry and Exercise Science
 - b. Aims to align course objectives with program outcomes for systematic assessment
 - c. Goal is to normalize assessment as integral to academic practice
 - d. Emphasis on annual department meetings for assessment discussions
 - e. Discussion on committee's role in providing guidance for effective implementation
 - f. Focus on developing a clear, cohesive strategy beyond current guidelines
 - g. Desire for simplified assessment tasks and meaningful data utilization to enhance educational outcomes
- Committee discusses assessment processes, referencing pending ACCJC recommendations
- All assessments due in Nuventive by June 30th, 2026
- Concerns raised about potential delays in assessments
- Discussion on enforcing current guidelines as mandatory
- Reintroduction of Institutional Learning Outcomes (ILO) Assessment Task Force
- Proposal to involve faculty administrators in ILO activities
- Discussion on leveraging Nuventive for innovative reporting strategies
- Focus on improving visibility and utility of assessment outcomes
- Proposal for a structured yet flexible framework for assessments
- Acknowledgment of ongoing discussions needed to support departments and faculties
- Overview of Recent Training Sessions:
 - a. Briefing on recent training sessions led by faculty and classified professionals
 - b. Concerns about attendance and engagement levels despite valuable content
 - c. Discussion on improving accessibility of training materials through Canvas and website updates
 - d. Use of direct email communication to share training resource
 - e. Concerns about ongoing confusion among faculty and departments regarding assessment process
 - f. Proposals for enhanced communication and support:
 - i. Creation of a systematic schedule or table for assessments

- ii. Yearly check-in instead of continuous monitoring to maintain momentum and reduce burden

- Nuventive Update- Analytics and Reports
 - Update on the progress of entering assessment results into Nuventive as per the COA timeline
 - a. First year of systematically entering assessment results, deadline set for June 30th
 - b. Varying degrees of engagement across departments observed
 - Introduction of new reporting capabilities within Nuventive, enhancing data presentation
 - a. Two-column report for Biology 100 and Biology 107 showcased assessment design, execution, and actions based on benchmarks
 - b. Potential of reports to facilitate departmental conversations and collaborative improvement strategies
 - c. Implications for inter-departmental collaboration and support discussed
 - d. Confirmation that detailed reporting capabilities in Nuventive are novel and advantageous
 - Discussion on further customization of Nuventive to meet specific program needs, such as CTE programs
 - Positive feedback on Nuventive's potential to enhance assessment process
 - Plans to continue exploring and leveraging Nuventive's features for supporting assessment goals

2. [Deliverables-Progress Check](#)

- **COA Deliverables 2023-24**
- Deliverables-Progress Check
- Review of key deliverables: Nuventive platform support, outcomes assessment module, and associated training progressing as planned
- Publication of handbook enhances resources for outcome assessment
- Active support provided to departments and certificate programs in identifying gateway courses
- Ongoing meetings with department representatives to encourage the creation of assessment timelines
- Investigation planned regarding CurriQunet Meta and training mentioned by Isabel
- Nuventive serves as the repository for accurate outcomes information, simplifying the process for DOCs
- Anticipation of having sufficient data by year-end to inform strategies for improving student learning outcomes.

D. Continuing Business

1. ILO results and next steps (10 Minutes)
 - Decide on ILO Assessment
 - Discussion on evaluating Institutional Learning Outcomes (ILO) results and future direction
 - Need for greater student participation for comprehensive understanding of critical thinking skills
 - Strategies to enhance response rates, including using Canvas platform and offering incentives
 - Dual approach in survey methods: self-assessment and direct assessment questions
 - Importance of actionable data to inform teaching practices and curriculum development
 - Resolution to explore ILO survey implementation through Canvas for broader engagement
 - Action items: Shortening survey, selecting next ILO, utilizing feedback for DOCs support
 - Commitment to improving assessment process and ensuring meaningful insights for educational enhancements

E. New Business

1. Increasing understanding of outcomes about where we are and where we are going
 - Survey for DOCs – assessing where we are
 - Memo / one-pager: purpose (process clarification, best practice, intended audience, etc.), content: We have sent out the survey from the Department Chairs, and so far, we have received only one response. At the last meeting, we anticipate having more details and feedback.
 - Distribution of the memo / one-pager: We are currently working on the memo and will present a draft of it at the next meeting.

F. Announcements & Resources

1. Friday SLO Talks- email Jarek Janio (janio_jarek@sac.edu) to be added to the listserv
2. Next Meeting: April 2, 2024
3. [ACCJC Accreditation Standards-2024](#)
4. [COA \(Committee on Outcomes and Assessment\) 23-24 Membership](#)
5. [Outcomes Assessment Handbook](#)
6. [COA Meeting Schedule](#)

Action Item Next steps:

1. Hai will explore the possibility of shortening the ILO assessment survey by combining question types and will discuss the next ILO assessment topic with the team.
2. Liza will follow up on the survey for the DOC and will reach out to the committee via email to discuss the memo and its distribution.

Adjournment

1. The meeting adjourned at 4:58 p.m. by Hai Hoang

Minutes

1. Submitted by: Mona King
2. Approved on: