

San Diego Mesa College  
Committee on Outcomes and Assessment  
Meeting Notes

April 17, 2018

3:30 p.m. – 5:00 p.m., MC 211B

<b>ATTENDEES</b>	Madeleine Hinkes, Co-Chair	Mary Gwin (absent)
	Kris Clark, Co-Chair	Ed Helscher
		Linda Hensley
	Leela Bingham (excused)	Bridget Herrin (excused)
	Ailene Crakes	Charlie Lieu (excused)
	Monica Demcho	Pam Luster
	Donna Duchow	Tim McGrath (excused)
	Claudia Estrada-Howell	Mariette Rattner
	David Fierro	Tina Recalde (excused)
	Rob Fremland	Saloua Saidane (absent)
	Sean Flores (excused)	Michael Temple
	Support: Sahar King and Anda McComb	Guest: Thekima Mayasa, Ida Cross

**Agenda Item A: Call to Order:** By Madeleine Hinkes at 3:44 p.m. in MC 211B.

<b>DISCUSSION</b>	<p><b>Approval of April 03, 2018 Minutes</b></p> <ul style="list-style-type: none"> <li>• The minutes from April 3<sup>rd</sup> were emailed to COA prior to the meeting for review.</li> <li>• The minutes were M/S by Ed Helscher and Ailene Crakes and approved.</li> </ul>
-------------------	--

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

**Agenda Item B: DOC Reports**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>• <b>Ida Cross (Child Development)</b> <ul style="list-style-type: none"> <li>➤ Provides childcare services for children 2-5 and is income-based for parents who are students and people in the community.</li> <li>➤ Have assessed 4 out of 19 courses.</li> <li>➤ It has been a slow process because adjuncts have needed to learn the</li> </ul> </li> </ul>
-------------------	--

	<p>process; however, the timeline set forth with be met.</p> <ul style="list-style-type: none"> <li>➤ Choosing the courses that the department wanted to assess was a challenge because some didn't understand the process of voting on which courses will be assessed.</li> <li>➤ Learned how important it was for the curriculum to be aligned with the outcome.</li> <li>➤ The assignments and tests must be meaningful.</li> <li>➤ Learned how important it is to communicate with adjunct staff.</li> <li>➤ Will continue meeting with faculty and assessing courses a few at a time.</li> <li>➤ When a syllabus is turned in with CLOs, a measurement method is turned in with it as well to know what they will be using to meet that assess CLO.</li> <li>➤ <a href="#">Link to hand out</a></li> </ul> <ul style="list-style-type: none"> <li>• <b>Thekima Mayasa (BLACK STUDIES DEPT)</b> <ul style="list-style-type: none"> <li>➤ This semester we have 5 assessments based on grid schedule.</li> <li>➤ Part of the challenge was that we had many people retire, and when they left, some data left with them. We also needed to recruit new people.</li> <li>➤ Adjuncts are involved in the process; however, if they are not aware of the process, they usually are able to catch up at our retreat.</li> <li>➤ <a href="#">Link to hand out</a></li> </ul> </li> </ul>
--	--

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• N/A		•

**Agenda Item C: Continuing Business**

<b>DISCUSSION</b>	<ol style="list-style-type: none"> <li><b>1. ILO assessment taskforce</b> <ul style="list-style-type: none"> <li>➤ Not many responses as of yet (3 responses so far); will be trying a more personal approach.</li> </ul> </li> <li><b>2. Sample survey for DOCs</b> <ul style="list-style-type: none"> <li>➤ We need to have more open ended questions.</li> <li>➤ Members of the committee will look over the document and will discuss in the next meeting.</li> <li>➤ Research will look it over to see how it should look in survey format</li> </ul> </li> <li><b>3. Spring payments</b> <ul style="list-style-type: none"> <li>➤ DOCs are being notified about payments and paperwork that needs to be turned in.</li> </ul> </li> </ol>
-------------------	---

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
--------------	--------------------	----------

<ul style="list-style-type: none"> <li>• DOC survey</li> <li>• Contact Faculty for ILO taskforce</li> </ul>	<ul style="list-style-type: none"> <li>• Kris, Donna, Leela</li> <li>• Madeleine, Kris</li> </ul>	<ul style="list-style-type: none"> <li>• Two weeks</li> <li>•</li> </ul>
---	---	--

#### Agenda Item D: New Business

<b>DISCUSSION</b>	
-------------------	--

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
		•

#### Agenda Item E: Announcements/Adjournment

<b>DISCUSSION</b>	<ol style="list-style-type: none"> <li>1. Next meeting May 1, 2018</li> <li>2. OA Institute 2018, June 11-15 <ul style="list-style-type: none"> <li>• 8 applications in so far.</li> <li>• A presenter is confirmed who will demonstrate Canvas.</li> <li>• A presenter will be coming to do a Habits of Mind session.</li> </ul> </li> <li>3. AALHE Annual Assessment Conference, June 4-7, Salt Lake City <ul style="list-style-type: none"> <li>• If you would like more information follow this link:  <a href="http://www.aalhe.org/mpage/2018Conference">http://www.aalhe.org/mpage/2018Conference</a> </li> </ul> </li> </ol>
-------------------	--

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• N/A		

#### Agenda Item F: Adjournment

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>• Meeting was adjourned by Kris Clark at 4:21p.m.</li> </ul>
-------------------	---

Submitted by: Sahar King, Senior Secretary

Approved on: