![San Diego Mesa College logo]

San Diego Mesa College
Committee on Outcomes and Assessment
Meeting Notes

April 3, 2018

3:30 p.m. – 5:00 p.m., MC 211B

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

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

DISCUSSION	**Approval of March 20, 2018 Minutes** • The minutes from March 20th were emailed to COA prior to the meeting for review. • The minutes were M/S by Leela Bingham and Claudia Estrada-Howell and approved.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• Post approved minutes to the COA website.	• Mona King	• Before next meeting

Agenda Item B: DOC Reports

DISCUSSION	• **Anne Hedekin: Transfer Center**
	   • Classroom visits and special program orientation presentations such as JumpStart and Honors Orientation
	   • Seven SSOs trimmed down to 4
	   • For the 16-17 year SSO #4 was assessed: Articulate transfer requirements

specific to their goal.

- **Challenges with Assessment:**
  - It can become a challenge to survey a large group of students
  - It has been difficult getting students to fill out evaluations at campus events
  - Students taking time to complete pre and post surveys on lap tops during workshops
  - Finding Innovative and Effective ways to reach and contact students
  - Action Plan:
  - Implementation of pre and post surveys on the laptops before and after transfer workshops
  - Need to hire an additional fulltime counselor as we are limited by our inadequate staffing. FHP included in program review.
  - [Link to presentation](#)

- **Claudia Estrada-Howell: Career Center**
  - Student Services Outcomes:
  - Students will gain increased preparation for career interactions and opportunities.
  - Students will gain awareness of career services and career events on campus and online
  - Students will demonstrate the use of job search resources and career exploration tools to explore individual career options
  - Students will express understanding of personality type, skills, values, and goals as it relates to their career options
  - Challenges: Exit data is difficult to capture
  - What's Next? Exit survey and Destination Survey
  - Using pilot program as a cohort
  - Student Focus Group
  - [Link to presentation](#)

- **Rachael Russell: Digital Technology**
  - Progress: Identified what programs are behind in recording outcomes
  - Updated schedule and data collection methods in Fall 2017
  - Met one-on-one with full-time faculty to review course periodicity and set up assessment schedules
  - Behind on outcomes assessment but getting on track with getting a schedule prepared and meeting one on one with faculty members.
  - Keeping data to be able to use it for future outcomes.
  - Faculty able to test out assessment tool
  - Digital Technology has a data collection method, a schedule, and a plan to complete assessments on time
  - Identified courses that may present problems, prioritized these courses.
  - **Next steps:** Email Digital Technology faculty/instructors on 4/9 to encourage recording of outcomes for 8-week courses, fall courses
  - Update Taskstream
  - Email faculty late May for Spring assessments

	• Update Taskstream • Link to presentation

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• N/A		•

Agenda Item C: Continuing Business

DISCUSSION	1. **Public access to assessments (standing item)**
	   • Accessible as part of Program Review
	2. **ILO assessment taskforce**
	   • 3 responses so far
	   • Would like every school represented
	   • Faculty earn 1 ESU
	
	3. **IEPI grant augmentation**
	   • Almost complete, just need to wrap some things up and get a signature from Pam
	   • Everything has to be spent by the end of October 2018
	
	4. **Checklist for Managers**
	   • Anyone can use it as guidance
	   • The committee approves the document for distribution
	   • It is going to be available for download in Taskstream
	   • It would be beneficial to write some sort of description of the document at the beginning
	   • Maybe call it "Outcomes and Assessment Guide" or "Resource for Outcomes and Assessment"
	   • Next step: make available for use and add to the handbook
	
	5. **Sample survey for DOCs**
	   • Next Tuesday at 2:15 in the LOFT, all are invited

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• Revise checklist • DOC survey	• Kris, Madeleine • Kris, Donna, Leela	• Two weeks

Agenda Item D: New Business

DISCUSSION	• **Canvas Con report**
	  • Donna and Kris went to Cal State LA on 3/23/18
	  • Canvas is widely used and has tracks for high schools and colleges.
	  • Conference did not focus on Outcomes, but other valuable information was gained in the areas of assessment styles and strategies for change.
	
	  NOT PART OF THE CANVAS CON REPORT, JUST GENERAL ANNOUNCEMENT
	  • Campus Labs has been notified it will not be used for Program review and outcomes
	  • Taskstream has asked for some people to be a focus group for AMS. It will be in an e-conference.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. Review program review assessment questions 2. Send letter to faculty about ILO taskforce	• All committee members • Madeleine	• Next committee meeting

Agenda Item E: Announcements/Adjournment

DISCUSSION	1. Next meeting April 17, 2018
	2. OA Institute 2018, June 11-15
	  • 8 applications in so far.
	  • A presenter is confirmed who will demonstrate Canvas.
	  • Someone will be coming in to do a Habits of Mind session.
	3. AALHE Annual Assessment Conference, June 4-7, Salt Lake City
	  • If you would like more information follow this link: http://www.aalhe.org/mpage/2018Conference

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• N/A		

Agenda Item F: Adjournment

DISCUSSION	• Meeting was adjourned by Madeleine at 4:43 p.m.

Submitted by: Sahar King, Senior Secretary
Approved on: