

San Diego Mesa College
Committee on Outcomes and Assessment
Meeting Notes

October 2, 2018

3:30 p.m. – 5:00 p.m., MC 211B

ATTENDEES	Madeleine Hinkes, Co-Chair	Mary Gwin
	Kris Clark, Co-Chair	Ed Helscher
	Leela Bingham	Linda Hensley
	Ailene Crakes	Bridget Herrin
	Donna Duchow	Pam Luster (excused)
	Claudia Estrada-Howell (excused)	Mariette Rattner
	Sean Flores	Tina Recalde
	Michael Temple (absent)	Saloua Saidane (excused)
	Manuel Velez	Leslie Shimazaki
	Support: Sahar King (excused), Anda McComb, Sandra Perez	Guest:

Agenda Item A: Call to Order: By Kris Clark at 3:36p.m. in MC 211B.

DISCUSSION	<p>Approval of Sept 18 , 2018 Minutes</p> <ul style="list-style-type: none"> • The minutes from Sept 18 were emailed to COA prior to the meeting for review. • The minutes were M/S by Leela Bingham and Manuel Velez and approved.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> • Post approved minutes to the COA website. 	<ul style="list-style-type: none"> • Mona King 	<ul style="list-style-type: none"> • Before next meeting

Agenda Item B: AUO Reports

DISCUSSION	<p>1. Susan Topham – Math and Science</p> <ul style="list-style-type: none"> ➤ Working with faculty ➤ Difficult to do since they did not previously have AUOs. ➤ Presentation is just a framework not the final. ➤ Looking at the initial goals for '14- '15 and developing new ones for this current year. ➤ Making decisions that are data informed not data driven. ➤ Looking at the direction of our students, pathways.
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	<ul style="list-style-type: none"> ➤ There are many changes, in order to adjust for these changes, we need to provide strategies to our faculty. ➤ Utilizing the school meetings for professional learning. Having faculty share their experiences, and attend conferences. ➤ Have many forms of safety requirements because of labs, so looking to make sure that the safety plan is up to date. ➤ Looking at the data that is available through the dashboards. ➤ Will be doing a survey at the end of the cycle to make sure everything is being addressed. ➤ School of Mathematics & Natural Sciences <p>2. Leslie Shimazaki—School of Arts and Languages</p> <ul style="list-style-type: none"> ➤ 4 outcomes total – focused on 2. ➤ Providing support to staff and students ➤ Equity, encouraging discussions and practices. ➤ Findings on customer service ➤ Focused on faculty and staff feedback using surveys. ➤ People want more content that focus on classroom practice. ➤ The results encouraged discussions about equity. ➤ Effort to target people who are not integrating equity based practice. ➤ Survey brought many rich comments. ➤ Surveyed students; however there were no real conclusions. ➤ Following up with conversations: possibly create focus groups. ➤ Equity surveyed by desegregating Tenure/Tenure Track and Adjunct created some interesting results. ➤ School of Arts and Languages <p>3. Sean Flores - Learning Resources (Library)</p> <ul style="list-style-type: none"> ➤ Rewrote mission, set goals, outcomes, to achieve goals. ➤ Administrative, student, and instructional service areas. ➤ Librarians at reference desk use Gimlet as an online assessment tool. ➤ Learning Resources (Library) <p>4. Madeleine Hinkes - Institutional Effectiveness and Institutional Research</p> <ul style="list-style-type: none"> ➤ 5 total AUOs ➤ Can get feedback through dashboards, IP survey. ➤ Dashboards have people all over campus involved and informed about data. ➤ Institutional Effectiveness and Institutional Research
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• N/A		• N/A

Agenda Item C: Continuing Business

DISCUSSION

1. Review Goals
 - Went from 6 to 7 goals.
 - The revisions are open for discussion.
 - From what was said in PCab; what accreditation wanted sounds like it is in line with these goals.
 - “Maintain oversight of the OA webpage” would be better wording since the committee itself is not doing the work.
 - M/S by Leela Bingham and Linda Hensley and approved
 - Revised Goals:
 1. Inspire and engage the college in meaningful dialogue of the outcomes assessment (OA) process
 2. Deliver training and support for the OA process across the campus
 3. Continue to revise the Taskstream platform to provide best user experience
 4. Maintain oversight of the OA webpage
 5. Strengthen the role of OA in integrated planning including Guided Pathways
 6. Develop funding sources to continue and enhance the work of the Committee on Outcomes and Assessment
 7. Support overall accessibility of assessment across programs and disciplines to promote communication, collaboration, and transparency
2. DOC Job Description
 - Version with updates and edits was not available.
 - Input from student services would be beneficial.
 - This will be tabled until the next meeting.
3. ILO Global Consciousness survey
 - Sent to PCab and approved.
 - Will be sent out to the Taskforce after some edits.
4. Outcomes Perception Survey
 - Combination of the DOC survey and some Kahoot questions that were supposed to be administered during outcomes across campus at department meetings.
 - To be administered in spring, will be open for two weeks, and takes three minutes to complete on average.
 - Will be sent to the whole campus.
 - Would like some feedback from the committee.
 - M/S by Leela Bingham and Linda Hensley and approved.
 - Will now go to research and be prepped for spring.
5. PLO Work
 - Spreadsheet shows multiple versions of PLOs from catalog,

	<p>Taskstream, and IE webpage.</p> <ul style="list-style-type: none"> ➤ Not all have identical program outcomes, therefore it will be sent out to be corrected across all three platforms. ➤ All three platforms should use the same wording. ➤ A good starting point would be for every department to look and make sure that it is consistent. ➤ Sent to DOCs and chairs <p>6. Making assessment material public:</p> <ul style="list-style-type: none"> ➤ Outcomes assessment is addressed in Program Review. ➤ We make our Program Review public on the PR webpage. ➤ If someone wants to look at an outcomes assessment form, they can go into the PR outcomes and be able to access that information. <p>7. Grad ILO Survey</p> <ul style="list-style-type: none"> ➤ In the past, survey was sent to all students who petitioned to graduate. ➤ Questions are currently being developed to expand the survey. ➤ Some will change from year to year to match whichever ILO is being assessed. ➤ Will go out to various parts of campus to ask if they have questions they would like to include on the survey.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> • Update Goals on Agenda • Update DOC job description 	<ul style="list-style-type: none"> • Mona • Madeleine & Mona 	<ul style="list-style-type: none"> • By next meeting • By next meeting

Agenda Item D: New Business

DISCUSSION	➤ N/A
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> • N/A 		<ul style="list-style-type: none"> • N/A

Agenda Item E: Announcements/Adjournment

DISCUSSION	<ol style="list-style-type: none"> 1. Next meeting, 16 October 2. Assessment Institute, Indianapolis, 21-23 October http://assessmentinstitute.iupui.edu/ 3. President’s Cabinet retreat, 13 November 1-5 PM
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> N/A 		<ul style="list-style-type: none"> N/A

Agenda Item F: Adjournment

DISCUSSION	<ul style="list-style-type: none"> Meeting was adjourned by Madeleine Hinkes at 5:05p.m.
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Submitted by: Sahar King, Senior Secretary

Approved on:

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