SAN DIEGO MESA COLLEGE

San Diego Mesa College
Committee on Outcomes and Assessment
Meeting Notes

September 4, 2018

3:30 p.m. – 5:00 p.m., MC 211B

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

Agenda Item A: Call to Order: By Madeleine Hinkes at 3:59p.m. in MC 211B.

DISCUSSION	
	1. **Orientation**
	➤ We welcome our new member Manuel Velez to the COA Committee.
	➤ COA is the Committee on Outcomes and Assessment that oversees and coordinates Outcomes and Assessment practices for Instruction, Student Services, and Administrative Units at the College level. The Committee is responsible for maintaining the policies and processes that will guide the college through the ongoing process of developing implementing, assessing, and evaluating outcomes.
	2. **Approval of May 15 , 2018 Minutes**
	➤ The minutes from May 15 were emailed to COA prior to the meeting for review.
	➤ The minutes were M/S Leela Bingham and Ed Helscher 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	➢ In next meeting, Sept. 18, 2018, we have scheduled Ailene Crakes, Tina Recalde, Linda Hensley and Sean Flores (or Andy MacNeill), to provide a short presentation on their AUO Assessment. The purpose of the presentation is for COA to have a better understanding of where your department is in its process, and for you to have the opportunity to share successes and discuss challenges with the committee.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
	●	●

Agenda Item C: Continuing Business

DISCUSSION	1. **Governance grid and survey**
	 ➢ Survey is the result of an accreditation team recommendation that governance committees develop a formal self-evaluation process.
	 ➢ Research team and PIE developed a survey.
	 ➢ Survey was piloted in the spring with COA and PIE having the most responses.
	 ➢ The results are to go to the committees themselves for review.
	 ➢ What is presented today is the final completion of all the responses from the survey, and we are open to feedback and any recommendations.
	 ➢ Maybe send a summarized version of the results to the committee chairs.
	 ➢ The survey PowerPoint will be sent out to committee members.
	 ➢ PIE is working on the details from these results and how each committee can use the results to improve.
	 ➢ Once the survey is approved at President's Cabinet, we will open the survey to 10 Governance committees : https://www.surveymonkey.com/r/6FYLD9Q
	 ➢ PowerPoint
	 ➢ Throughout the year, topics will be tracked on The Grid for the midterm report.
	 ➢ Committee Accreditation updates
	
	 2. **ILO assessment taskforce**
	      ➢ ILO Task Force—Global Consciousness
	      ➢ 15 people are currently representing different schools
	      ➢ Met during the summer and developed an assessment tool
	      ➢ Assessments will be distributed in courses taught by faculty participating in the Task Force. They have courses mapped to global consciousness.
	      ➢ Survey will be distributed by the Research Office, so that the data can

	be collected.
	➢ Assessments will be blind-scored by the Task Force members.
	➢ Units completed will be the only information, other than student responses, that the Task Force will evaluate.
	➢ We don't have the capability to assess the same student over time.
	➢ Once we get the approval from the committee, we will send it to Research to finalize.
	➢ These are the questions that Task Force came up with; questions 1-3 will not get scored because they do not determine that student met the competency.
	➢ Questions 4-7 will be scored and will determine if the student met the Global Consciousness competency.
	➢ We will bring these back to COA for feedback with an introduction paragraph
	➢ Global Consciousness Assessment
	3. Sample survey for DOCs
	➢ We started working on DOCs survey last spring.
	➢ There was a suggestion to change some wording.
	➢ We are looking for feedback on this so we can send it out to DOCs
	➢ DOC survey was approved by COA to move forward to Research to be formulated and distributed to all DOCs
	➢ Here is the preview link to the DOC Survey: https://goo.gl/Kb87cG
	4. Kahoot survey:
	➢ DOCs ran this during Outcomes across campus, but were not able to extract the data.
	➢ We want to know if committee is interested in continuing with this survey.
	➢ Changed the wording for question 4 (why and why not)
	➢ We will bring it back next meeting.
	➢ Kahoot Survey

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• Send out the Committee Accreditation update (Grid)	• Mona	• Before next meeting

Agenda Item D: New Business

DISCUSSION	**1. Review goals**
	➢ Goals for COA committee will be looked over during the next meeting.
	➢ Goal number 6 needs to be revised.

> ➢ There is list at the bottom of agenda for your review.
> 2. **DOC list updates, job description**
>   ➢ We are updating the accuracy of Department Outcomes Coordinator assignments for 2018-2019.
>   ➢ Look at the job description and bring in feedback.
>   ➢ Departmental Outcomes Coordinator Job Description
> 3. **Update PLOs on website, in catalog**
>   ➢ If a program has updated its PLOs, they need to be updated on the website and catalog.
>   ➢ Please send the revised PLOs to Anda and she will update Taskstream.
> 4. **New funding source?**
>   ➢ IEPI grant will end at the end of October
>   ➢ We are looking to find new funding to support training

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• Update the PLOs	Anda	• As soon as possible

Agenda Item E: Announcements/Adjournment

DISCUSSION	1. Next meeting, 18 September 2. Assessment Institute, Indianapolis, 21-23 October 3. http://assessmentinstitute.iupui.edu/ 4. President's Cabinet retreat, 13 November 1-5 PM

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• N/A		• N/A

Agenda Item F: Adjournment

DISCUSSION	• Meeting was adjourned by Madeleine Hinkes at 4:55p.m.

Submitted by: Sahar King, Senior Secretary
Approved on: