

**San Diego Mesa College
Committee on Outcomes and Assessment
Meeting Notes**

May 15, 2018

4:00 p.m. – 5:00 p.m., MC 211B

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

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

DISCUSSION	<p>Approval of May 1st, 2018 Minutes</p> <ul style="list-style-type: none"> The minutes from May 1st were emailed to COA prior to the meeting for review. The minutes were M/S Ed Helscher and Leela Bingham 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: DOC Reports

DISCUSSION	No reports
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• N/A		• N/A

Agenda Item C: Continuing Business

DISCUSSION	<p>1. ILO assessment taskforce</p> <ul style="list-style-type: none"> ➤ 10 people are currently interested, representing 5 different schools ➤ There will be a kick-off meeting in May. ➤ Have received \$50,000 from IEPI to fund this. ➤ If you know of anyone who might be interested please let us know. ➤ Hoping to get someone from Math/Science and Health Sciences to be represented on the taskforce. <p>2. Sample survey for DOCs</p> <ul style="list-style-type: none"> ➤ There was a suggestion to change some wording. ➤ The Kahoot survey will be ready for the DOCs to give this fall 2018. ➤ This is going out at the beginning on the flex week and at the training week <p>3. Governance survey</p> <p>https://www.surveymonkey.com/r/6FYLD9Q</p>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• N/A	• N/A	• N/A

Agenda Item D: New Business

DISCUSSION	<p>1. Governance grid</p> <ul style="list-style-type: none"> ➤ PIEC and Accreditation Taskforce have been working on this. ➤ This grid addresses the recommendations given to the school and the tasks we have set for ourselves in the QFE. ➤ Starting in the fall, each committee will be asked to look at this and over the course of the year they will reflect on what the committee has contributed to the goals. ➤ This will be a working document for each committee each year. ➤ This will also help when it comes to writing the mid-year accreditation report.
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	<ul style="list-style-type: none"> ➤ It is not expected that every committee will check every box. <p>2. End of year work for DOCs</p> <ul style="list-style-type: none"> ➤ Kris has sent an email to the DOCs reminding them that any work needs to be put in Taskstream by June 30th. <p>3. Calendar for 2018-2019</p> <ul style="list-style-type: none"> ➤ 1st and 3rd Tuesdays of each month and Room MC 211B has been requested. ➤ PCAB fall retreat will be sometime in November. <p>4. Membership</p> <ul style="list-style-type: none"> ➤ Manuel Valez will be taking place of Rob for the Academic Senate. ➤ Monica Demcho will be removed from the membership list since she is leaving Mesa. <p>5. Year in Review</p> <ul style="list-style-type: none"> ➤ Kris visual presentation on COA ➤ https://www.powtoon.com/online-presentation/eOUVTzTPOez/?mode=movie/ ➤ 6 Goals: Have we accomplished what we set out? Should we change or add anything? ➤ Consider adding “Best Practices” on the website to help people who are new to this process. ➤ Goal strengthening the connection to PR and Integrated Planning. ➤ In program reviews, people are talking about their outcomes and what they have changed because of what they have learned in their assessment. ➤ Integrated Planning: Resource request forms are now asking how requests relate to program goals or outcomes. ➤ IEPI Action Plan: quarterly reports are sent to tell them how the money has been spent. ➤ The study of ILOs and Direct Assessment will begin next year.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• N/A		• N/A

Agenda Item E: Announcements/Adjournment

DISCUSSION	<ol style="list-style-type: none"> 1. OA Institute 2018, June 11-15 2. AALHE Annual Assessment Conference, June 4-7, Salt Lake City <ul style="list-style-type: none"> • If you would like more information follow this link: http://www.aalhe.org/mpage/2018Conference
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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 4:51p.m.
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Submitted by: Sahar King, Senior Secretary
Approved on: