

San Diego Mesa College
Committee on Outcomes and Assessment
Meeting Notes

March 19, 2019

3:30 p.m. – 5:00 p.m., MC 211B

ATTENDEES	Madeleine Hinkes, Co-Chair (excused)	Mary Gwin
	Kris Clark, Co-Chair	Ed Helscher
	Leela Bingham (excused)	Linda Hensley
	Ailene Crakes	Bridget Herrin (excused)
	Donna Duchow (excused)	Pam Luster (excused)
	Claudia Estrada-Howell	Mariette Rattner
	Michael Temple (excused)	Tina Recalde
	Manuel Velez	Saloua Saidane (absent)
	Anda McComb (excused)	Isabel O'Connor
		Trung Huynh
	Support: Sahar King	Guests: Chris Kalck, Raavel Aparicio, Sarah Kim

Agenda Item A: Call to Order: By Kris Clark at 3:37p.m. in MC211B.

DISCUSSION	<p>Approval of March 5, 2019 Minutes</p> <ul style="list-style-type: none"> The minutes from March 5, 2019 were emailed to COA members for review prior to the meeting. The minutes were M/S by Manuel Velez and Mariette Rattner 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 the next meeting

Agenda Item B: DOC Reports

DISCUSSION	<p>1. Counseling: Chris Kalck</p> <ul style="list-style-type: none"> ➤ Outcomes Assessed: <ul style="list-style-type: none"> ○ Student Service (SSO) ○ Instructional (CLO) ○ Special Programs (SSPO) ➤ Schedule for Assessment: annual and ongoing, Fall and Spring ➤ In the fall, we review prior year findings, implement prior year recommendations, develop the new assessment tool ➤ All of our special programs have their own DOC ➤ Outcomes
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- Utilize intellectual growth in decision making to develop personal, educational, and career goals.
- Justify major and career choices based on accumulated information or data
- Adopt behaviors of satisfying and productive lifestyles and communicate the effects of these behaviors on goal accomplishment
- Display enhanced self-respect, positive self-image, and effective self-advocacy

- **Results:** This allows us to demonstrate and track the breadth of our discipline. We are able to assist students with their education plan and if in crisis, we help them learn to advocate for themselves and provide and appeal process. These can be addressed through overarching outcomes.
- It is shown that a best practice for outcomes is to include everybody in the process.
- A student survey was developed for students who had an appointment. The survey corresponded with the student services outcome. It was given to n=1063 student with n=344 responses.
- The data gathered is reviewed at an annual outcomes mini retreat in our department where we look at the data, discuss interventions and plan for the following year.
- We have been able to meet our benchmarks for the last 6 years with at least 75% of students demonstrating highly competent or competent levels of learning and reference to the outcomes'
- Big thank you to institutional effectiveness.

Action Plan:

- Annual: Best-Practice - Annual SSO mini-retreat
- Although survey shows high percent of outcomes, there is a need for improvement for students who are not assertive and need a platform to voice their thoughts
- Developed new assessment—Counseling Appointment Intake Form. Tool allows student to identify multiple reasons for their visit and is intended to prompt conversation. Tool is in pilot now.
- Please refer to the PowerPoint and attachment for more details
- [Power Point](#)
- [Counseling Appointment Outcome Survey](#)
- [Counseling Intake Form](#)

2. Pathways reports: Manuel Velez

- We received the proposal recertification form which is due April 30, 2019 (no signature needed)
- We will resubmit the proposal recertification in September with the necessary signatures.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> Suggestions: invite the guide of pathway coordinator to COA 	<ul style="list-style-type: none"> Kris Clark 	<ul style="list-style-type: none"> N/A

Agenda Item C: Continuing Business

<p>DISCUSSION</p>	<ol style="list-style-type: none"> The Guide(Kris) <ul style="list-style-type: none"> ➤ Major Changes: removed “Closing the Loop”, statements because this is a continuous improvement process. Replaced with “Action Plan” ➤ Restructuring of the of the schedule for assessment based on constituencies ➤ Please refer to the Attachment for more details ➤ OA Guide 2018 revise ➤ OA cycle 2019 ➤ Guide was approved to move forward for Fall 19 release—sense of the committee Pathways 4th Pillar: Ensure Learning: what is COA’s , Responsibility (TBA) <ul style="list-style-type: none"> ➤ Howard Eskew and Toni Parsons, Pathways Coordinator will attend the April 2nd meeting for open discussion on the relationship between COA and Pathways to a COA Meeting on April 2nd
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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 	<ul style="list-style-type: none">

Agenda Item D: New Business

<p>DISCUSSION</p>	<ol style="list-style-type: none"> Suggested Topics for Discussion at COA <ul style="list-style-type: none"> ➤ What is the purpose of the DOC presentations; how do we communicate the great work that people are doing? ➤ Repository for Best Practices documents ➤ Best Practices Fair (Bakersfield College—Ed) ➤ Best practice workshop, Catalyst Teaching Conference, January 2020 ➤ Public Announcement/Invitation to the Presentations ➤ Combine the CLO and PLO presentation in future ➤ Develop a google form for the presentation schedule and send it to all the DOC to sign up for the date
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	<p>2. Review Goals for 2018-2019</p> <ul style="list-style-type: none"> ➤ Will be reviewed before the end of the year ➤ Have we accomplished any of the Goals? ➤ Assess our progress. ➤ Are these still our goals?
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
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Agenda Item E: Announcements/Adjournment

DISCUSSION	<ol style="list-style-type: none"> 1. Next meeting, April 2, 2019 2. AALHE's 9th annual Assessment Conference June 10-13, 2019, Saint Paul, Minnesota. 3. President's Cabinet Retreat - Friday, April 5, 2019, 9 a.m. - 4 p.m., MC 211 A/B
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
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Agenda Item F: Adjournment

DISCUSSION	<ul style="list-style-type: none"> • Meeting was adjourned by Kris Clark at 4:45p.m.
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Submitted by: Sahar King, Senior Secretary

Approved on: