

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

October 1, 2019

3:30 p.m. – 5:00 p.m., MC 211B

<b>ATTENDEES</b>	Bridget Herrin, Co-Chair (excused)	Mary Gwin (excused)
	Kris Clark, Co-Chair	Ed Helscher
	Tina Recalde, Acting Co-Chair	Linda Hensley
	Leela Bingham	Pam Luster (excused)
	Ailene Crakes	Mariette Rattner (excused)
	Donna Duchow (excused)	Saloua Saidane
	Claudia Estrada-Howell (excused)	Isabel O’Connor
	Michael Temple (absent)	Raquel Aparicio (excused)
	Manuel Velez	
	Anda McComb	
	Administrative Support: Sahar King	Guests:

**Agenda Item A: Call to Order:** By Kris Clark at 3:35p.m. in MC211B.

<b>DISCUSSION</b>	<p><b>Approval of September 17, 2019 Minutes</b></p> <ul style="list-style-type: none"> <li>• The minutes from September 17, 2019, were emailed to COA members for review prior to the meeting.</li> <li>• The September 17, 2019 minutes were revised to reflect a statement from Mariette Rattner;</li> <li>• “ suggested we need to unpack the findings further before we start coming up with solutions. Suggested focus groups as a way to unpack the findings and further the progress of outcomes assessment on the campus. Also, relayed the information that while faculty are conducting outcomes assessment, some still do not perceive outcome reporting as meaningful. When asked by a Co-chair of the committee who the comments were coming from, the response was that it was general “breakroom talk.” The Co-chair stated that it is the responsibility of COA members to speak to the intent and benefit of outcomes assessment and reporting when they witness these conversations, and that all COA members should be committed to this. Kris Clark suggested that it should be the responsibility of the people on this committee to support outcomes”.</li> <li>• Tina Recalde suggested that the topic above leads into our discussion of the</li> </ul>
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	<p>mission of COA and our role on campus.</p> <ul style="list-style-type: none"> <li>• Saloua Saidane commented on the practice in her department where each person sends the assessment results to her. She compiles the data and presents it to all in the department meeting. The discussion that ensues includes the value of this work.</li> <li>• The revised minutes were M/S by Leela Bingham and Ailene Crakes and approved.</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> <li>• Post approved minutes to the COA website.</li> </ul>	<ul style="list-style-type: none"> <li>• Mona King</li> </ul>	<ul style="list-style-type: none"> <li>• Before the next meeting</li> </ul>

**Agenda Item B: Pathways Report**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>▪ <b>Pathways Report</b></li> </ul>

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> <li>• Invite Pathways Coordinator to COA Meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Kris Clark</li> </ul>	<ul style="list-style-type: none"> <li>• Future meeting</li> </ul>

**Agenda Item C: Continuing Business**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>➤ <b>Review of Mission Statement</b></li> <li>➤ <b>Mission Statement (Description/Purpose)</b></li> <li>➤ <b>Is it necessary to list all of the changes, can we just put in the old Mission Statement and then the revised (not as a link)?</b></li> <li>➤ The Committee on Outcomes and Assessment (COA) oversees and coordinates outcomes and assessment efforts at the campus level. The Committee is responsible for maintaining the policies and processes that will guide the college through the ongoing development, implementation, assessment, and evaluation of outcomes and assessments. The Committee promotes campus-wide understanding and integration of outcomes, facilitates campus dialogue to enhance institutional effectiveness, and fosters continuous improvement of the student experience.</li> <li>➤ Leela Bingham suggested we align our goals to support the COA mission statement.</li> <li>➤ Tina Recalde suggested the mission reflect the purpose of COA and that we are not simply overseeing the process of outcomes assessment, but that we</li> </ul>
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	<p>should be a motivating force to inspire and create change.</p> <ul style="list-style-type: none"> <li>➤ Kris Clark explained that we no longer use the term SLO at Mesa as it is too broad and does not define the specific types of outcomes.</li> <li>➤ The Mission Statement was M/S by Leela Bingham and Saloua Saidane and approved.</li> <li>➤ <a href="#"><u>Mission Statement (insert copy)</u></a></li> <li>➤ <b>COA Goals revision</b></li> <li>➤ There was a comment for goals 1 and 2, questioning whether we need the word “meaningful” in front of dialogue. “Meaningful” was added when the goals were updated in May, and after discussion it was agreed the term should stay to emphasize that our goals should be “meaningful.”</li> <li>➤ We changed “OA” in goals 1, 2 and 3 to “outcomes and assessment” for consistency and changed the accountability outcomes and assessment process.</li> <li>➤ <b>Role of COA in the OA Process</b></li> <li>➤ Tina Recalde recommended rather than having department outcome coordinators come and present their outcomes at COA, that a repository of best practices is created.</li> <li>➤ Linda Hensley recommended encouraging a couple of faculty who have done a good job in their DOC presentation to be part of the Catalyst Conference lightning round and talk about outcomes.</li> <li>➤ Kris Clark is in the process of creating Catalyst Conference proposals for the 15 minute sessions. These sessions will offer examples of course learning outcomes, program outcomes, student service program outcomes, etc.</li> <li>➤ Membership: We are seeking 2 Classified Professionals to serve as representatives and 1 Student representative and 1 Faculty from LRC .</li> <li>➤ Anda McComb recommended can we use one of our meetings to map out activities or deliverables that tie in to support our mission and objectives/goals</li> <li>➤ <b>AUO’s vs. Goals</b></li> <li>➤ Kris Clark stated that there is confusion between outcomes and program review because the Taskstream platform uses the term “Outcome” when talking about goals on the Program Review side of the platform.</li> <li>➤ The college outcomes coordinator reaching out to Deans Council, VPSS and VPA to help define AUO’s vs. Goals</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
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**Agenda Item D: New Business**

<b>DISCUSSION</b>	<p>1. Meeting Time</p> <ul style="list-style-type: none"> <li>➤ COA meeting will be changed to 3:45pm-5:00pm to accommodate PCab time</li> </ul>
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	<p>change.</p> <ul style="list-style-type: none"> <li>➤ COA meeting time were M/S by Linda Hensley and Manuel Velez and approved.</li> </ul> <p><b>2. Introduce Template</b></p> <ul style="list-style-type: none"> <li>➤ PIE committee created a template that committees can use to report out the work that they're doing. COA will adopt the template which will be emailed out to committee members following each meeting for use in their report outs to other campus constituencies.</li> <li>➤ <a href="#">Template</a></li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
OA Institute Re-design	Kris Clark	November 2019
Manager's meetings	Kris Clark, Isabel O'Connor	November 2019

**Agenda Item E: Announcements/Adjournment**

<b>DISCUSSION</b>	<ol style="list-style-type: none"> <li>1. Next meeting, October 15, 2019</li> <li>2. <a href="#">COA Meeting Schedule 2019-2020</a></li> <li>3. COA workshop schedule</li> </ol> <table border="1" style="margin-top: 10px;"> <tr> <td>Thursday, August 15, 2019</td> <td>1:00pm-3:00pm</td> <td>TBD</td> <td>Outcomes Across the Campus</td> </tr> <tr> <td>Friday, August 30, 2019</td> <td>10:00am-NOON</td> <td>LRC-435</td> <td>Dept. Outcomes Coordinator Orientation</td> </tr> <tr> <td>Friday, September 13, 2019</td> <td>10:00am-NOON</td> <td>LRC-435</td> <td>Integrating Global Consciousness in Your Curriculum</td> </tr> <tr> <td>Friday, October 18, 2019</td> <td>10:00am-NOON</td> <td>LRC-435</td> <td>Assignment Charrette</td> </tr> <tr> <td>Friday, February 28, 2020</td> <td>10:00am-NOON</td> <td>LRC-435</td> <td>Rubrics, Canvas, and Outcomes</td> </tr> <tr> <td>Friday, April 24, 2020</td> <td>10:00am-NOON</td> <td>LRC-435</td> <td>Integrating Critical Thinking into your Curriculum</td> </tr> </table>	Thursday, August 15, 2019	1:00pm-3:00pm	TBD	Outcomes Across the Campus	Friday, August 30, 2019	10:00am-NOON	LRC-435	Dept. Outcomes Coordinator Orientation	Friday, September 13, 2019	10:00am-NOON	LRC-435	Integrating Global Consciousness in Your Curriculum	Friday, October 18, 2019	10:00am-NOON	LRC-435	Assignment Charrette	Friday, February 28, 2020	10:00am-NOON	LRC-435	Rubrics, Canvas, and Outcomes	Friday, April 24, 2020	10:00am-NOON	LRC-435	Integrating Critical Thinking into your Curriculum
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**Agenda Item F: Adjournment**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>• The meeting was adjourned by Kristan Clark at 4:50 p.m.</li> </ul>
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Submitted by: Sahar King, Senior Secretary  
 Approved on: