![San Diego Mesa College logo]

San Diego Mesa College
Committee on Outcomes and Assessment
Meeting Notes
March 21, 2017
3:45 p.m. – 5:00 p.m., A-104

ATTENDEES	Madeleine Hinkes, Co-Chair	Alison Gurganus
	Kris Clark, Co-Chair	Ed Helscher
		Charlie Lieu
	Rachelle Agatha (excused)	Pam Luster
	Leela Bingham	Tim McGrath (absent)
	Ailene Crakes	Tina Recalde
	John Crocitti	Saloua Saidane (absent)
	Howard Eskew	Michael Temple (excused)
	Monica Demcho (excused)	Ex-Officio: Yolanda Catano
	Donna Duchow (excused)	DOC Guests: Tracy Tuttle,
	Rob Fremland	Agustin Rivera, and Alma Godinez

Agenda Item A: **Call to Order:** By Madeleine Hinkes at 3:51 p.m. in A-104.

DISCUSSION	**Approval of March 7, 2017 Minutes** • The minutes draft was emailed to COA prior to the meeting for review. • The minutes were M/S/C by Alison Gurganus and Howard Eskew.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• 1. Post approved minutes to the COA website	• 1. Yolanda Catano	• 1. Before next meeting

Agenda Item B: **Continuing Business**

DISCUSSION	1. **Accreditation Report:**
	• There were a couple recommendations from the accreditation team on the outcomes assessment side.
	  ▪ Revisit course and assessment processes.
	  ▪ Make sure SLO date is accessible to the public.
	  ▪ There was some difficulty navigating through Taskstream. Business 100 was one of the courses the accreditors asked to review.
	  ▪ There are pre-conceived notions of how the accreditors do outcomes assessment at their designated campuses that differ from what we do at Mesa College. Their outcomes assessment cycles are different than

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ours.

- There was a recommendation to the district. The district needs to provide better support the colleges in terms of outcomes assessment. For example, the Institutional Research department at the district is not as involved with the Institutional Research department at Mesa College.

- Kris Clark recommended that summaries from each program be posted on the outcomes assessment webpage.
- We don't have the official recommendations yet. We have time to reflect and see specifically what they ask for.
- COA has some work to do to provide more guidance for outcomes assessment.

2. **AALHE Annual Conference:**
- The AALHE conference is coming up in June in Louisville, Kentucky.
  - AALHE Conference Link: http://www.aalhe.org/mpage/2017Program
- There is funding available for those who would like to attend the conference.

3. **Taskstream Update (Charlie):**
- Clark and Charlie Lieu are conducting trainings for student services. Charlie will be following up with individuals who missed the trainings.
- There is a TracDats demo on Friday, March 24 at 11:00am in LRC 432. We invited people from City College, Miramar, and CE to attend. Program Review participants and COA members are also invited to attend.
  - We have scheduled demos with eLumen and LiveText in the upcoming weeks.
- Clark and Lieu will conduct trainings with faculty after spring break.
- Meetings with the Chairs and Departmental Outcomes Coordinators from each school are also being scheduled.

4. **Program Review OA Section:**
- The form needs to be updated.
- Hinkes will draft an Outcomes Assessment Form for Program Review 2017, based on the discussion at this meeting.

Feedback on forms:
- In the future, one form could be used to represent all outcomes assessments.
- Question number one was difficult to answer.
- Some programs have changed their mission, could we include a question there? No, this will be incorporated in Program Review.
- Should we remove course and program? No.
- Question 5: Why can't people just supply a worksheet with a timeline for assessing the courses offered in the program? Yes, you can attach that.
  - We could provide a sample spreadsheet as a reference in the Guide.

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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• Catano will send the Program Review Outcomes Assessment forms.	• Yolanda Catano	• As soon as possible

Agenda Item C: New Business

DISCUSSION	1. **Use of Basecamp:**
	• Basecamp is a viable option for recording hallway conversations. It is very people oriented versus being task oriented.
	   ▪ Basecamp is free for educators. You can download the app on your phone. There is something called 'campfire' and you can just communicate there.
	• Clark will bring a demo to our next meeting.
	2. **COA Self-Evaluation, Staffing:**
	• We have four meetings left for COA for the spring semester.
	• Another topic that came up in accreditation was the governance committees.
	   ▪ Questions concerning if the committee met its goals and if they communicated their goals via the campus governance website.
	   ▪ The accreditors also looked at our IEPI grid (IEPI wants quarterly reports).
	• All COA members are welcome to continue serving in the committee. If any members are thinking of not continuing their membership, they should notify us as soon as possible.
	• Changes have been made on the Outcomes Assessment webpage.
	   ▪ Link to OA Webpage: http://www.sdmesa.edu/about-mesa/institutional-effectiveness/learning-assessment/
	• For the Outcomes Assessment cycle, we are asking each department for their schedules and their meeting times, locations and dates for school meetings.
	3. **Summer Institute:**
	• Kris has talked to several constituents on campus regarding the proposed dates, July 10-14, to hold the summer institute.
	   ▪ Clark met with Katie Palacios about creative ways to invite people to attend the summer institute.
	   ▪ AALHE members will be invited to attend the summer institute in person or via Zoom.
	   ▪ The summer institute is to improve assessment across the board.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

Agenda Item E: **Roundtable**

DISCUSSION	1. **Departmental Outcomes Coordinator Reports:**
	
	Tracy Tuttle update for Accounting:
	
	• The full-time members have met to map the program learning outcomes to the institutional learning outcomes.
	• Accounting department seeks to have 5 courses mapped at the end of spring.
	   ▪ Meetings will be held to discuss if course learning outcomes have been mapped and their progress.
	   ▪ They assessed 116A and 201 last year.
	• One of the outcomes is kind of a 'catch all'. Over 40% of Mesa students take an Accounting class at some point. The goal for accounting is to transfer students.
	• Tracy Tuttle posed a question regarding outcomes for specific courses and the

| | students who are transferring versus obtaining a degree. |
| | There is a potential disconnect with mapping from program learning outcomes to institutional learning outcomes. *Leela Bingham update for Languages:* Leela Bingham projected a presentation for the Languages department. http://www.sdmesa.edu/about-mesa/institutional-effectiveness/learning-assessment/documents/outcomes-assessment/docs-presentations/SLO%20Outcomes%20Assessment-Spring%202017.pdf Future plans-Spring 2017, Fall 2017, and Spring 2018. As a department they discussed the changes that occur. They don't want to plan ahead too much. In general student learning outcomes are at the head of every department meeting. Assessment Question (on slide) for Spanish 101: Choose one cultural topic or tradition that you've learned about in class this semester that demonstrates the behavior, attitudes, and/or customs of the Spanish-speaking world. In English, briefly describe (8-10 sentences) and include your opinion or feelings. *Questions from COA members in reference to the slide.* How do you manage to keep the consistency in your department? They do most of their work, 'old school' style. How many outcomes did this target? 2 out of 4. How did the students respond to that? Students wrote a lot of information. *Agustin Rivera update for Peer Navigators/CRUISE:* Some of the outcomes already existed before Agustin Rivera fulfilled his role as the Supervisor of the both Peer Navigators and CRUISE programs. They are currently revising the outcomes. Clark provided some suggestions. As updates occur, Agustin Rivera will update COA. |

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

Agenda Item E: Goals for 2016-2017

DISCUSSION	1. Monitor and report on the IEPI action plan and grant. 2. Deliver support for outcomes assessment across the campus. 3. Provide training on the revised Taskstream platform; assess the success of the revised design. 4. Expand the outcomes assessment page. 5. Engage the full campus in the outcomes assessment process.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A