SAN DIEGO MESA COLLEGE

Committee on Outcomes and Assessment Minutes

September 3, 2024

4:00 p.m. to 5:00 p.m.

Attendees

Liza Rabinovich, Hai Hoang, Andrew Hoffman, Saloua Saidane, Larry Maxey, Amanda Johnston, Isabel O'Connor* (VPI), Ayana Woods, Monica Romero, Larry Maxey, Michael Temple, Katie Palacios, Mary Gwin, Lorie Crosby Howell, Nancy Cortés, Todd Curran

A. Call to Order

1. Approval of the agenda 09-03-2024
   - The meeting was called to order by Liza Rabinovich at 4:00, and the agenda for 09-03-2024, was presented for approval. Amanda Johnston proposed the motion to adopt the agenda as outlined and Monica seconded the motion. Following the discussion, the motion was put to a vote and unanimously approved by all members present.

B. Approval of April 16, 2024, Minutes

1. Motioned – Monica Romero
2. Seconded - Amanda Johnston
3. Correction -N/A
4. Abstained- Katie
5. Approval: The minutes were approved on September 3, 2024

C. Communication loop

1. Update from members and co-chairs
   - Welcome to Fall 2024 by co-chair Hai Hoang. New and returning members introduced themselves.
   - Hai shared the updated COA website, highlighting new resources and goals for 2023-2024. Feedback was gathered regarding accessibility of outcomes assessment training materials on the website.

D. Continuing Business

1. ACCJC Update (Information)
   - **Reaffirmation of Accreditation and Compliance Requirement:** A letter from ACCJC was shared.
   - **Peer Review Team Report:** Hai walked through the peer review report, focusing on areas for improvement and commendations. A summary of the two main recommendations and improvement areas was provided.

2. Outcomes Assessment – where we are now (information)
   - Hai discussed the ACCJC's compliance requirement and the establishment of the summer workgroup over the summer to immediately make progress towards meeting the requirement
   - **Summer/Fall Workgroup:** Updates on the outcomes assessment process from the summer workgroup were discussed, focusing on the work done during convocation, feedback surveys, and the overarching plan to meet ACCJC's requirement. This workgroup will continue through the Fall semester.
     - The first summer workgroup engaged in a root cause analysis (focusing on requirement 2)

Root Cause Analysis / Fishbone Diagram
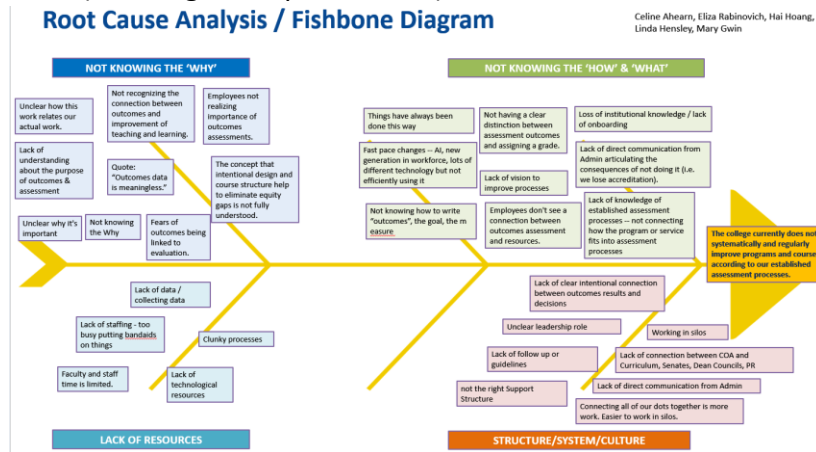
     - The second summer workgroup reviewed the full report, identified areas for improvement, developed goals, and came up with an overall plan

Current Activities ➡ Goals
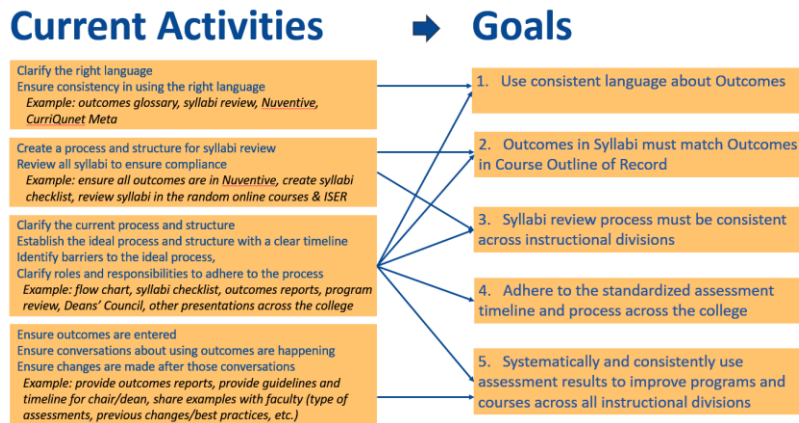
   - **Convocation Breakouts:** An update regarding feedback from convocation's sessions was shared. Attendees were encouraged to submit feedback via the survey link shared in the chat.
   - **The Outcomes Assessment flyer**: was shared with brief information regarding definition, cycle, 4-year timeline, role of the DOCs.

E. New Business

1. Use of Committee Time in Fall 2024 (Discussion & Decision)
    - **Timeline for Faculty to Update Outcomes**: The committee discussed the need for a timeline to update course outcomes and assess the process in the fall semester.
        - Amanda mentioned that in many areas, we are assessing courses outcomes but we have not been consistently about entering them into a system
        - Andrew suggested using curriculum process as an example. For example, if outcomes get updated in Fall 2024, they will only reflect on Spring 2025 syllabi or the following year. Outcomes should not be updated once the semester has commenced.
        - Andrew acknowledged the workload concern and stressed the importance of participating in this work in order to remain compliant.
        - Isabel suggested creating an annual report to highlight where we are in the process and to help identify themes. Identify what we are noticing and what we are doing to address it to close the loop.
        - Isabel suggested a revision to our timeline with more specific assessment targets each year. For example, by end of Year 1 20% of courses assessment data should be entered to be discussed in year 2. This clarity may help to ensure the work is being submitted right before it is due.
        - Isabel asked the committee to clarify and identify the role of an "enforcement body" to ensure the requirements are met, and we should clarify roles in the upcoming meeting
    - **Adding Documentation of Department Discussions:** Members discussed the importance of documenting department-level discussions on outcomes and the role COA could play in supporting this.
    - **Developing Outcomes Glossary:** The workgroup is working on a glossary to ensure consistent terminology in the assessment process.

2. Spring 2024 ILO Results and Action Plan (Discussion)
    - The item has been postponed to a future meeting. (Review of the spring 2024 Institutional Learning Outcomes (ILO) results. Discussion on

the development of an action plan based on these results to drive improvements in program outcomes and assessment.)

F. **Announcements & Resources**

   1. **Next Meeting: 09/17/2024**
   2. [ACCJC Accreditation Standards-2024](#)
   3. [Outcomes Assessment Handbook](#)
   4. [COA Meeting Schedule](#)

G. **Action Item/Next steps:** These next steps ensure clarity and progress toward meeting the ACCJC requirements and streamlining the outcomes assessment process for all involved.

   1. **Update and Clarify Outcomes Glossary:**
      o COA will work on developing a glossary with outcomes terminology. This needs to be completed and shared with faculty.
      o Liza and Katie will brainstorm how to share training materials more effectively across the campus.
      o Andrew volunteered to start the glossary.

   2. **Establish a Timeline for Faculty to Update Outcomes:**
      o COA will create a clearer timeline and process for faculty to update course outcomes, ensuring the process is aligned with ACCJC recommendations.
      o Liza will share an updated flyer reflecting the changes made by the committee.

   3. **Add Documentation of Department Discussions:**
      o Departments are encouraged to document their discussions on outcomes. This needs to be formalized and incorporated into our process.

   4. **Review and Revise Outcomes Assessment Flyer:**
      o Feedback was provided to improve the flyer, including making it clear that outcomes assessment is required. The revised version needs to be distributed widely across the college.
      o Liza will add:
         o A section to the flyer to clarify that outcomes assessment is a requirement, making it clear for all faculty.
         o A section to the flyer to explain that the 4-year timeline refers to assessing a portion of the courses each year, not all courses at once.

- o A section to the flyer to emphasize that the outcomes assessment process is not optional and is an institutional requirement.
- o A section to the flyer to highlight that the outcomes assessment process is both for compliance and continuous improvement, encouraging faculty participation.

5. **Revise COA Website for Better Visibility of Training Materials:**
   - o Improvements to the COA website were suggested to make training materials and other resources more accessible.
   - o The process of updating course learning outcomes will be discussed by the committee at the next meeting to ensure a streamlined approach.

6. **Follow Up on ACCJC Compliance and Assessment Progress:**
   - o Hai and Liza will continue to monitor the progress on ACCJC's recommendations, particularly on course learning outcomes assessment compliance.

7. **Prepare for the Next Chairs' Meeting:**
   - o Liza and Andrew are to present the current outcomes assessment process and updates at the Chairs' meeting. Feedback from this meeting should be integrated into COA's planning.

Adjournment

1. The meeting was adjourned at 5:02 PM. The next meeting will take place on September 17, 2024. Members are encouraged to send any feedback or additional agenda items to Liza Rabinovich and Hai Hoang.

Minutes

1. Submitted by: Mona King
   Approved on: