SAN DIEGO MESA COLLEGE
Committee on Outcomes and Assessment
Minutes

October 15, 2024
4:00 – 5:00 PM
Zoom ID: 876 9601 0293

Attendees

Liza Rabinovich, Hai Hoang, Andrew Hoffman, Saloua Saidane, Ashanti Hands, Larry Maxey, Amanda Johnston, Ayana Woods, Monica Romero, Katie Palacios, Courtney Meissner, Miguel Murillo Ayala, Michael Temple, Cynthia Rico, Mary Gwin

A. Call to Order

1. **Approval of Agenda (10-15-2024)**
    a. The meeting was called to order by Liza Rabinovich at 4:05 PM, and the agenda for October 15, 2024, was presented for approval. The agenda was approved without objections.
    b. **Welcome New Members:** Cynthia Rico

B. Approval of October 1, 2024 Minutes

1. **Motioned**: Andrew Hoffman
2. **Seconded**: Michael Temple
3. **Corrections**: None
4. **Abstained**: Isabel O'Connor, Todd Curran, Cynthia Rico
5. **Approval**: Minutes were approved on October 15, 2024.

C. Communication Loop

1. **Updates from Members**
    a. **Nathan Resch**: At the last Chairs Meeting, Dina Miyoshi and Nathan shared updates on program review questions. Last Friday, the School of Exercise

Science, Health Education, Dance, and Athletics held a productive session reviewing outcomes, assessment data, and program goals.

    i. The group discussed actions tied to goals and began formatting information for Nuventive with their lead writer.

    ii. The presentation was well received, and they will continue this discussion at the next Chairs Academy on Friday. Liza and Nathan will lead an outcomes discussion to explore using Nuventive's assignment tool for planning and assigning assessment tasks to faculty.

b. **Saloua Saidane**: Mesa College needs clarification on whether every course must be assessed each year.

    i. Saloua proposed sending a department-wide communication to clarify that while high-priority courses may need annual assessment, data collection for low-enrollment courses once every four years may be sufficient for meaningful insights.

    ii. Liza noted that no rule prevents assessments more than once every four years. In English, data collection is done whenever low-enrollment courses are run.

2. **Updates from Co-Chairs**

a. **Website**: Hai Hoang reported that Institutional Effectiveness (IE) is currently updating the COA website and encountered an issue with two versions being live. IE is working with communications to ensure all links function properly.

b. **Nuventive and Meta**:

    i. Liza Rabinovich met with the Outcomes Coordinator from City College and Shelly's team two weeks ago. They completed an audit of needed updates in Nuventive, including deactivated courses and outdated names.

    ii. A meeting with Chris Kinney is scheduled to ensure updates are reflected in Meta by the end of October, although recent information suggests this may be delayed until February.

c. **Closing the Loop in Nuventive**:

    i. The committee voted to add Reflection and Action Plan questions to Nuventive, which now appear under course units. This section, completed once per semester for all courses, summarizes each department's outcomes discussions.

    ii. Some members were unclear on documenting course assessments. Each faculty member completes a course-specific form in Nuventive, documenting assessment design, type, and whether benchmarks were met.

d. **Departmental Alignment**:
  i. Saloua suggested that departments could streamline assessments by aligning outcomes across courses. This would make reports more cohesive and reduce the administrative burden. Monica Romero proposed that Saloua meet with departments to discuss the benefits of alignment.

D. Continuing Business

1. **Timeline for Outcomes Updates (Approval)**
   a. To streamline updates, the committee proposed limiting editing access in Nuventive to two weeks before each semester ends: two weeks before Fall ends (for Spring changes) and two weeks before Spring ends (for Fall changes).
   b. **Motioned**: Andrew Hoffman
   c. **Seconded**: Monica Romero
   d. **Corrections**: None
   e. **Abstentions**: None
   f. **Approval**: The motion passed.
2. **Committee Goals (Approval)**
   a. Hai Hoang presented the previous year's deliverables and proposed collaborating to establish COA's 2024-2025 goals, combining elements from last year's deliverables with Program Improvement and Evaluation (PIE) goals.
   b. **Motioned**: Andrew Hoffman
   c. **Seconded**: Saloua Saidane
   d. **Corrections**: None
   e. **Abstentions**: None
   f. **Approval**: The 2024-2025 deliverables were approved.
3. **Outcomes Glossary (Discussion)**
   a. Liza suggested expanding Mesa's existing Institutional Effectiveness glossary to cover CLOs, PLOs, and other assessment terminology. Andrew Hoffman recommended adding clarification that "CLOs" are known statewide as "SLOs" to avoid confusion.
4. **Outcomes Process Documentation (Update)**
   a. There is ongoing work to document systematic processes in syllabus review, Nuventive, Meta, and outcomes adherence as evidence for ACCJC. Monica created a timeline table that COA will review at the next meeting.

E. Announcements & Resources

- **Next Meeting**: November 5, 2024
- **Resources**:
  - ACCJC Accreditation Standards-2024
  - Outcomes Assessment Handbook
  - Meeting Schedule 2024-25

F. Action Items / Next Steps

1. Liza will confirm with Shelly that Nuventive and Meta updates are scheduled for October and February.
2. Liza will contact Nuventive to lock forms for outcomes updates.
3. Liza and Katie will draft a document merging the syllabus review process flowchart with the timeline table.
4. Liza will email department coordinators about documenting the closing loop for outcomes assessment, clarifying that each CLO must be assessed at least once in Mesa's four-year timeline.

G. Adjournment

- The meeting adjourned at 5:00 PM. The next meeting will be held on November 5, 2024. Members are encouraged to send feedback or additional agenda items to Liza Rabinovich and Hai Hoang.

Minutes Submitted By: Liza Rabinovich

Approval Date: 11.5.24