SAN DIEGO MESA COLLEGE
Committee on Outcomes and Assessment
Minutes

February 18, 2025
4:00 – 5:00 PM
Zoom ID: 876 9601 0293

Attendees

Ashanti Hands, Isabel O'Connor, Larry Maxey, Todd Curran, Pegah Motaleb, Miguel Murrillo, Monica Romero, Katie Palacios, Cynthia Rico, Saloua Saidane, Andrew Hoffman, Liza Rabinovich, Amanda Johnston

A. Call to Order

1. Liza Rabinovich at 4:03 pm

B. Approval of Agenda 02.18.25

Agenda: Shared in the chat. Members were invited to suggest edits or additions.
Motion to Approve: Andrew Hoffman
Seconded by: Pegah Motaleb
Outcome: Approved by majority

C. Approval of Minutes 12.3.24

Motioned: Cynthia Rico
Seconded: Andrew Hoffman
Abstained: N/A
Approval: Approved by majority

D. Communication Loop

1. **Updates from Members**
   a. Outcomes information is being shared through multiple channels:
      o **Katie Palacios** started distributing the Loft Newsletter and now includes an "Outcomes Insights" section with reminders about CLOs.
      o FLEX reports that include "outcomes" are being shared to provide evidence for accreditation reports.

o **Andrew Hoffman** will continue to include outcomes information in the Academic Senate Newsletter.
o **Saloua Saidane** suggested including workshop videos from last year for additional learning resources.

2. **Updates from Co-Chairs**

Liza Rabinovich provided an update regarding the syllabus verification process:

- CLOs are locked for edits but benchmarks and results entry remain open until June 2026.
- Student Services outcomes can still be revised by sending changes to Liza.
- Members noted an increase to 55% completion in student services outcomes. This was picked up after a data review and correction of archived outcomes.
- Outcomes Roadshow: Presenting updates and discussions at Deans' Council, Chair of Chairs, Academic Senate, school meetings, and continue one-on-one support.
- Calendar holds sent out for Department Outcomes Coordinators (DOCs) to provide support and ensure compliance with outcomes documentation.

E. Continuing Business

1. [Adherence to Outcomes Assessment](#) (slide 9 and 10)
    - Members emphasized the need for consistent communication and collaboration between departments to improve outcomes assessment and compliance.
    - **Dina Miyoshi** highlighted the need for a clear process in Nuventive to monitor outcomes compliance and suggested:
    - Infusing outcomes into professional development requests, tutoring, and instructional support to enhance compliance.
    - Building outcomes into scoring rubrics for resource requests.
    - Ensuring that punitive measures are clearly defined and effectively communicated.
    - **Mandy Johnston** suggested adding language to clarify reasons for ineligibility in resource requests.
    - **Andrew Hoffman** and **Isabel O'Connor** stressed the importance of accountability for departments that fail to participate in outcomes assessment.
    - **Ashanti Hands** recommended providing advance notice to departments at risk of non-compliance, along with timelines and support options.
2. Outcomes Glossary
    - Final draft completed. It was expanded from the **Institutional Effectiveness Glossary** and is accessible on the college website.
    - Goal is to be a living document to provide aa comprehensive resource to standardize terminology related to learning outcomes, including CLOs, SSOs, and other assessment-related terms, enhance clarity and communication across departments.
    - Committee members were encouraged to review the glossary and provide feedback or suggest additional terms for inclusion.

F. New Business

1. [ACCJC Report Draft Outline](#)- Support Team
    - Members review the draft accreditation report and provide feedback.
    - Feedback on general layout, content direction, and supporting evidence needed.

G. Announcements & Resources

- **Next Meeting**: 03/04/25
- **Resources**:
  - ACCJC Accreditation Standards-2024
  - Outcomes Assessment Handbook
  - Meeting Schedule 2024-25
  - **Outcomes Process Documentation**
  - **Outcomes Glossary**

H. Action Items / Next Steps

1. Distribute Outcomes Glossary campus wide.
2. Explore the integration of outcomes data into resource request rubrics to ensure alignment between program review and outcomes assessment.
3. Continue to work on drafting language to clearly outline consequences for non-compliance and communicate these expectations consistently across departments.
4. All Committee Members are encouraged to review the draft of the Accreditation Compliance Report, particularly focusing on the issues, actions taken, ongoing actions, and supporting evidence sections.
   a. Comments and feedback on the document should be submitted before the next meeting on March 4th, 2025.

Adjournment

- The meeting adjourned at 4:57 PM

Minutes Submitted By: Liza Rabinovich

Approval Date: 3/4/25