

**San Diego Mesa College
Committee on Outcomes and Assessment
Meeting Notes
November 1, 2016
3:45 p.m. – 5:00 p.m., A-104**

ATTENDEES	Madeleine Hinkes, Co-Chair	Charlie Lieu
	Kris Clark, Co-Chair	Pam Luster
		Tim McGrath (excused)
	Rachelle Agatha	Mariette Rattner (excused)
	Leela Bingham	Tina Recalde
	John Crocitti	Saloua Saidane (excused)
	Claudia Estrada	Michael Temple (absent)
	Donna Duchow	Susan Topham
	Rob Fremland	Ex-Officio: Yolanda Catano
	Bri Hays	
	Ed Helscher	

Agenda Item A: Call to Order: By Hinkes at 3:52 p.m. in MC 211B.

DISCUSSION	<p>Approval of October 18, 2016 Minutes</p> <ul style="list-style-type: none"> • The minutes draft was emailed to COA prior to the meeting for review. • The Minutes were M/S/C by Leela Bingham and Tina Recalde.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> • 1. Post approved minutes to the COA website 	<ul style="list-style-type: none"> • 1. Yolanda Catano 	<ul style="list-style-type: none"> • 1. Before next meeting

Agenda Item B: Continuing Business

DISCUSSION	<p>1. Cycle Length</p> <ul style="list-style-type: none"> • Kris Clark provided two examples of the cycle length of three years and four years. This was in response to the feedback from individuals on their preferences of cycle lengths for outcomes assessment. • The Departmental Outcomes Coordinators survey was presented as well as a template of the cycle based on examples of the cycle based on a three years and a four year cycle. Clarification was provided regarding CTE requirements for a 2 year cycle and student services practices of one year rotation. Faculty present reported that general consensus was that the 3 year cycle was too tight and most departments/programs felt the current 6 year cycle was
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	<p>optimal. It was pointed out that small departments with fewer courses could do multiple cycles in the six year period following the standard for CTE and student services. History of the shortened cycle was discussed and the need to tighten the schedule discussed. It was agreed that should a longer cycle be adopted that departments/programs should discuss the order and schedule for assessment and create a planning timeline with the expectation that a percentage of each program/department courses would be assessed annually. It was also pointed out that the focus should be on discussion of the results and adoption of changes to improve teaching and learning—reflection and planning must be factored into the timeline. A motion to retain the six year cycle was introduced.</p> <ul style="list-style-type: none"> • Rob Fremland and Ed Helscher M/S/C to move forward with the six-year cycle. • COA voted to recommend the six-year cycle length for outcomes assessment. <p>2. Upcoming training opportunities</p> <ul style="list-style-type: none"> • 12/7/16-Making Student Learning Assessment Useful & Used, Pomona, 8:00am-3:00pm. • 2/3/17-4th Annual SLO Symposium, North Orange CCD, Anaheim, 8:00am-3:30pm. • 2/5/17-2/7/17- Community College Conference on Learning Assessment, Orlando, Florida. • The information will go out to the Departmental Outcomes Coordinators.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A

Agenda Item C: New Business

DISCUSSION	<ol style="list-style-type: none"> 1. Departmental Outcomes Coordinator job description <ul style="list-style-type: none"> • Hinkes provided a handout to COA about the job description for Departmental Outcomes Coordinators. • COA gave thumbs up on the job description. 2. Payment Breakdown <ul style="list-style-type: none"> • Hinkes introduced the payment breakdown for the Departmental Outcomes Coordinators. • Their pay will vary on the number of courses and the size of the programs/departments. • That will still leave money to pay adjuncts if they come to the discussion meetings. We will have a pool of money to pay for them attending the meetings. • Money is allocated for Student Services. We could give them gift cards for compensation since we can't officially give them money. <ul style="list-style-type: none"> ▪ Classified don't get release time. 3. Prepare for PRT visit on December 1 <ul style="list-style-type: none"> • The team is coming back on December 1st and will meet from 10:00am-2:30pm. The team will be expecting a report on how we have begun to follow up our action plan. We will discuss the guide and the cycle. We will inform them about the Departmental Outcomes Coordinators and that we've made a plan to spend the money. We've got Takstream cleaned up.
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	<ul style="list-style-type: none"> • COA members are expected to attend the PRT visit.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A

Agenda Item D: Goals for 2016-2017

DISCUSSION	<ol style="list-style-type: none"> 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.
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<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A

Agenda Item E: Roundtable

DISCUSSION	<ul style="list-style-type: none"> • N/A
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A

Agenda Item F: Adjournment

DISCUSSION	<ul style="list-style-type: none"> • Meeting was adjourned by Hinkes at 5:04 p.m.
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1. Next Meeting is on November 15, 2016 in A-104.

Submitted by: Yolanda Catano, Senior Secretary

Approved on: November 15, 2016