

**San Diego Mesa College
Committee on Outcomes and Assessment
Meeting Notes
November 15, 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 (excused)	Mariette Rattner
	Leela Bingham	Tina Recalde
	Ailene Crakes	Saloua Saidane (absent)
	John Crocitti (excused)	Michael Temple
	Claudia Estrada (excused)	Susan Topham
	Donna Duchow	Ex-Officio: Yolanda Catano (excused)
	Rob Fremland	
	Ed Helscher	

Agenda Item A: Call to Order: By Hinkes at 3:47 p.m. in MC 211B.

DISCUSSION	<p>Approval of November 1, 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 Bingham and Helscher.
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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. Prepare for PRT visit on December 1, Status Report</p> <ul style="list-style-type: none"> • Hinkes provided update on IEPI College Innovation and Effectiveness Plan • COA will review feedback on OA Guide from Classified Senate and Student Services • OA Guide will be updated to reflect 6 year cycle • Reviewed updates made on Outcomes and Assessment website • We want to encourage adjuncts to get involved in the assessment process, grant from IEPI will help • Have to use funds within a year • Grant money can be used for conferences, training, research
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	<ul style="list-style-type: none"> • Luster suggest organizing a group of people to do campus visits and review different AMS systems. Include Research Analyst on the team. • Hinkes will work to assemble a team and coordinate campus visits. • Suggested schedule for IEPI visit - 1st session: 10:30 am – Noon (COA only), 2nd session: 1:00 pm – 2:30 pm (campus wide) <p>2. Upcoming Trainings</p> <p>12/7/16-Making Student Learning Assessment Useful & Used, Pomona, 8:00am-3:00pm.</p> <p>2/3/17-4th Annual SLO Symposium, North Orange CCD, Anaheim, 8:00am-3:30pm.</p> <p>2/5/17-2/7/17- Community College Conference on Learning Assessment, Orlando, Florida.</p> <ul style="list-style-type: none"> • IE will post upcoming training opportunities/conferences on COA website. • Interested individuals should contact Madeleine or Yolanda. • Outcomes Assessment planning session across campus scheduled for Wednesday, January 25th • Spring Convocation Week: On Wednesday afternoon, January 25, Kris meets with DOCs. <ul style="list-style-type: none"> ▪ Thursday morning, January 26, Spring Convocation and in the afternoon, Outcomes Assessment planning across campus.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

Agenda Item C: New Business

DISCUSSION	<p>1. Discussion of CLO Assessment Form</p> <ul style="list-style-type: none"> • Reviewed feedback provided by Fremland • Concerned about the inclusion of names on CLO form, question #2 • Luster/Clark - Names is for internal use only; for historical reference • Question # 4 and #5, concern that you have to choose Direct or Indirect assessment only • Clark – We just want to know what type of assessments people are doing. This will help us better develop the workspace in Taskstream • Suggest reordering numbering for 11B and 10A. Look over the results then bring it back to the department to discuss • Consider removing question #12 (Not Met, Met, Exceeded). Instead create a question to discuss whether goals were met • Action Plan instructions - Feedback suggest to remove the word “improve” and replace with “address” • Luster - Reminded team that “improvement” is a word consistently used in accreditation. Suggest that you can answer the question various ways to address student success or factors needed to maintain success • Clark - This form is intended to gather information to further improve the assessment workspace in Taskstream. Encourages further feedback • Fremland will email Academic Senate to review • No changes will be made to the form at this time as the form is intended to be an information gathering tool to aid in the re-design of the OA Taskstream
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	Platform. The revised platform will be vetted through the Senate constituencies in the spring semester. DOC are encouraged to comment on the use of the questions on the form when they submit their assessment data.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• 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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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

Agenda Item E: Roundtable

DISCUSSION	<p>Articles for discussion “Assessment and the Value of Big, Dumb Questions”</p> <ul style="list-style-type: none"> • Clark – Use of Third Party Assessment • Goal is to help with the review of assessment and analyze outcomes • Leela - Shared Group Grading strategy • Can be time consuming and require a lot of coordination, however effective • Recalde – CTE programs, clinicians used to grade students • Next article will cover the topic of rubrics <p>Revised mapping forms</p> <ul style="list-style-type: none"> • Lieu – Mapping forms have been revised to include the new ILOs. Mapping forms will be emailed to DOCs to this week. Due by Friday, December 2nd
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

Agenda Item F: Adjournment

DISCUSSION	<ul style="list-style-type: none"> • Meeting was adjourned by Hinkes at 5:02 p.m.
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1. Next Meeting is on December 6, 2016 in MC 211B.

Submitted by: Charlie Lieu, Administrative Technician

Approved on: December 6, 2016