

**San Diego Mesa College
Committee on Outcomes and Assessment
Meeting Notes
February 21, 2017
3:45 p.m. – 5:00 p.m., MC 211B**

ATTENDEES	Madeleine Hinkes, Co-Chair	Charlie Lieu (excused)
	Kris Clark, Co-Chair	Pam Luster
		Tim McGrath
	Rachelle Agatha	Mariette Rattner (Proxy, Howard Eskew)
	Leela Bingham	Tina Recalde
	Ailene Crakes	Saloua Saidane
	John Crocitti	Michael Temple (absent)
	Claudia Estrada	
	Donna Duchow	Ex-Officio: Yolanda Catano
	Rob Fremland	Guest: Oscar Torres
	Ed Helscher (absent)	

Agenda Item A: Call to Order: By Madeleine Hinkes at 3:49 p.m. in MC 211B.

DISCUSSION	<p>Approval of December 06, 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 Rob Fremland and John Crocitti.
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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. Updates:</p> <ul style="list-style-type: none"> • COA welcomed Oscar Torres, a visiting guest. • The Guide has been updated and revised and is now available online. Link: http://www.sdmesa.edu/outcomes-assessment-guide/index.shtml. • The DOCs coordinator training and DOCs training for student services were held this past month. • Madeleine Hinkes would like to invite DOCs to a COA meeting to give their reports. Having open communication with DOCs is important. • The results for the Outcomes Assessment: Across Campus training session survey will be reported at the next COA meeting.
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	<ul style="list-style-type: none"> The accreditation team will likely meet with members of COA. Please look out for an email with the visit schedule. <p>2. Progress on Mapping:</p> <ul style="list-style-type: none"> We've asked all instructional DOCs to proceed with mapping for all of their courses. The departments who have a large number of courses found the mapping challenging. <ul style="list-style-type: none"> Charlie Lieu will share his perspective at our next meeting. John Crocitti received many emails from both faculty and adjuncts concerning the name change of SLOs to CLOS. The name change is confusing individuals. <ul style="list-style-type: none"> The terminology change was announced to the DOCs. A conversation about objectives and outcomes ensued for clarification purposes. Lieu is collecting the forms and will enter the mapping information himself. Faculty should not be doing their own mapping on Taskstream. There were some issues with putting CLOs into CurricuNet, Shelly and Charlie fixed it. <p>3. Progress on Assessment Form Submission:</p> <ul style="list-style-type: none"> Kris Clark thanked those who provided feedback on the assessment form. The final version with edits was presented at the DOCs training on January 25, 2017. Training on entering information on the Taskstream workspace needs to occur soon. Clark wanted to clean up the workspaces for outcomes assessment on Taskstream, but given the time and the foreseeable future with the renewed contract with Taskstream, that might not be possible.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> John Crocitti will send Yolanda an email to give the name of the new DOC in his department. 	<ul style="list-style-type: none"> John Crocitti 	<ul style="list-style-type: none"> As soon as possible

Agenda Item C: New Business

DISCUSSION	<p>1. Alternatives to Takstream:</p> <ul style="list-style-type: none"> eLumen, Taskstream, and LiveText representatives attended the Community College Conference on Learning Assessment on February 5-7 in Orlando, Florida. Lieu preferred Elumen best because curriculum could connect with the information pertinent with Program Review and Outcomes Assessment. Clark felt LiveText might offer more options. We are also looking at TracDat. In the future we are going to bring reps and users to campus. Ailene Crakes suggested creating a grid or a table with the information from each of the software's in comparison to Taskstream to include their use potential and their flaws. The chancellor's office is taking the lead with Curricunet. Whatever we get on the assessment side we need the flexibility of having curriculum on it. From this committee's perspective, we need to think about the best tool and the different layers that go with it. We need a tool that will allow communication between program review, accreditation, curriculum, and assessment. VP McGrath stated that the State is looking at moving to eLumen for as a curriculum management tool and prospective replacement for Taskstream.
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	<p>2. Math, Arts, English:</p> <ul style="list-style-type: none"> • Math, English and Fine Art teach courses that are either connected with another course as a prep course or are lab classes that do not have an instruction component. The departments are asking for feedback on how to report outcomes for these courses. • It was suggested that for the accelerated courses, English use the same outcomes for the remediation courses as the regular course. • For Fine Art, it was suggested that the department look at the program outcomes and see if they can use the lab classes as a measure tool for their Program Outcomes. • The Math Department issue needed clarification, and Clark will contact and bring back more information. • Three programs that have expressed concern regarding outcomes. Some have a series of classes that are prep classes. <p>3. Report on Valencia College meeting</p> <ul style="list-style-type: none"> • The Community College Learning Assessment Conference was held in Valencia College on February 5-7. Charlie Lieu and Kris Clark both attended the conference in representation of Mesa College and COA. • Clark suggested this conference not be pursued in the future. <ul style="list-style-type: none"> ▪ The benefits of the conference were mostly with the connections made with the software sales representatives. • Clark suggested a ‘Summer Assessment Institute’ that would be funded through the IEPI grant. The institute would bring in specialists and provide training in creative techniques for outcomes assessment and data review. • Information regarding the AAHLE (Association for the Assessment of Learning in Higher Education) conference in Kentucky will be provided after the meeting. The AAHLE offers tips on utilizing assessment tools. <p>4. Senate Updates:</p> <ul style="list-style-type: none"> • Clark would like input from Academic Senate regarding the definition of program for the purpose of outcomes assessment. • Fremland will take this to Academic Senate for discussion. <p>5. Recording Hallway Conversations:</p> <ul style="list-style-type: none"> • Find ways to capture “hallway conversations” that can be used by DOCs in their assessment reporting. Could be connected to Program Review that will allow a way to record those hallway conversations. <ul style="list-style-type: none"> ▪ The English department uses Edmodo. ▪ Student services use BaseCamp. ▪ Create a live-link to a google doc that would allow constant updates. • COA could provide examples. <p>6. IEPI Funds:</p> <ul style="list-style-type: none"> • The Office of IE is keeping track of the funds. • COA will revise the Program Review questions for next year’s cycle.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
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<ul style="list-style-type: none"> Conference reminder for AAHLE for COA members. 	<ul style="list-style-type: none"> Catano 	<ul style="list-style-type: none"> As soon as possible
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Agenda Item D: Goals for 2016-2017

DISCUSSION	<ol style="list-style-type: none"> Monitor and report on the IEPI action plan and grant. Deliver support for outcomes assessment across the campus. Provide training on the revised Taskstream platform; assess the success of the revised design. Expand the outcomes assessment page. 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"> Articles for discussion “Multi-State Collaboration Produces Valuable New Evidence About Writing, Critical Thinking, and Quantitative Literacy Skills of Undergraduate Students Using Rubric-Based Assessment of Students’ Authentic Work.” <ul style="list-style-type: none"> The articles will be re-sent and will be discussed at our next meeting.
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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 F: Adjournment

DISCUSSION	<ul style="list-style-type: none"> Meeting was adjourned by Clark at 4:47 p.m.
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1. Next Meeting is on March 7, 2017 in MC 211B.

Submitted by: Yolanda Catano, Senior Secretary

Approved on: March 7, 2017