

SAN DIEGO MESA COLLEGE  
Committee on Outcomes and Assessment

10.07.25 Minutes

4:00 – 5:00 PM | Zoom ID: 876 9601 0293

## Attendees

Liza Rabinovich, Monica Romero, Larry Maxey, Nancy Cortés, Dina Miyoshi, Mary Gwin, Pegah Motaleb, Cynthia Rico, Olivia Pryor, Todd Curran, Amanda Johnston, Jose Parral, Katie Palacios, Michael Temple, Ramiah Wilson, Cornor Alexander, Hai Hoang

## A. Call to Order

The Meeting was called to order by Hai Hoang at 4:05.

Agenda was approved by consensus.

## C. Approval of Minutes:

- **Motion:** Monica Romero; **Second:** Todd Curran; **Abstention:** Katie Palacios
- **Vote:** 10 approved, 0 opposed.

## D. Communication Loop

### Membership Updates

- Hai Hoang welcomed new student representatives Ramiah Wilson and Cornor Alexander, as well as Classified Professional Ellen Engels.

### Updates from Members

- Pegah: English held a department meeting focused on outcomes; faculty are working in small groups with a shared Google Doc to update course outcomes.

### Updates from Co-Chairs

- ACCJC Follow-Up Report: Submitted and ACCJC confirmed receipt; the review team has begun its review.
- Site Visit: Monday, October 27 (anticipated half-day). Key session 9:15–10:30 AM focused on the two requirements identified in June 2024; open discussion to follow. Team composition includes returning members and two new members with outcomes/curriculum expertise. Calendar holds have gone out.

- Training & Support:
  - Ongoing Friday support hours; 1:1 support available by request.
  - Late-October workshops on Program Learning Outcomes and Aligning Outcomes with Assessments; additional sessions in December.
  - Data dashboard sessions: Oct 20 (Student Services) and Nov 12 (Instruction).
  - All sessions will be recorded and posted.
  - Request for volunteers to present at workshops.

## E. Continuing Business

### **DOC FLEX Hours**

- Current expectation has been 20 hours/semester.
  - Pegah estimated ~15 hours/semester aligns with workload; full-time faculty often exceed baseline FLEX requirements.
  - Monica noted that some departments/schools compensate DOCs via reassigned time/ESUs; cautioned against double counting (compensation + FLEX).
  - No changes for Fall 2025- potentially Spring 2026.
  - Consider aligning any change with the start of the next assessment cycle; gather DOC feedback and clarify origin/authority of the 20-hour standard
  - Co-chairs will survey DOCs and return feedback.

## F. New Business

### New Courses – Assessment Timeline

- New course proposals must now include learning outcomes.
- The process is not sustainable because Liza is often not notified of new courses.
- Request: Faculty to CC Liza on new or revised course proposals (for information only, not for review).
- Question raised: *When will outcomes be entered in the correct fields in META instead of attachments?*
- Action item: Liza will follow up with the district, other coordinators, Justin, CRC, and VPI Isabel O'Connor.
- A future topic for a more sustainable process: exploring an API connection between META and Nuventive (to be discussed at Deans Council and CRC).
- **Motion: Courses will be assessed the first semester they are offered and then follow the department's outcome assessment timeline.**
  - Motion: Monica Romero; Second: Pegah Motaleb.
  - Approved: 11; Opposed: 0; Abstentions: 0. Motion passed.

### Curriculum Outcomes Process

- In META, outcomes are often uploaded as file attachments instead of added into the right fields. Adding to the correct places, All Field Reports require manual data entry.
  - **Suggestions:**
    - When sending new or revised course proposals, CC Liza so she can add outcomes to Nuventive right away.
    - Ask for META form/field fixes so outcomes go in the correct fields (not attachments) and sync cleanly with Nuventive.
    - Work with City and Miramar to agree on one shared process and, if needed, bring it to District Tech/Education Services and leadership.

## G. Action Items/Next Steps

- Liza: connect with DOCs offline / anonymously, with an option of sharing their identity, for feedback
- Monica/Cynthia: bring META/Nuventive workflow concerns to Deans Council; report back.
- Mary: discuss META/outcomes issues with Senate presidents/CIC channels.

- Liza: coordinate with City/Miramar and Curriculum on CC-practice and system fixes.
- Idea: Need a curriculum faculty rep for COA

## H. Announcements & Resources

**Next Meeting:** 10.21.25

**Resources:**

- [COA Membership 2025-26](#)
- [All Agendas and Minutes \(Committee Website\)](#)
- [Meeting Schedule 2025-26](#)
- [Department Outcomes Coordinator Directory](#)
- [Outcomes Assessment Timeline](#)
- [Outcomes Handbook](#)

## Adjournment

- The meeting adjourned at 5:00pm

**Minutes Submitted By:** Olivia Pryor

**Approval Date:**