SAN DIEGO MESA COLLEGE
Committee on Outcomes and Assessment Minutes
February 20, 2024

4:00 p.m. to 5:00 p.m.

Attendees
Hai Hoang, Sahar (Mona) King, Ayana Woods, Andrew Hoffman, Ailene Crakes, Nathan Resch, Leslie Shimazaki, Ashanti Hands, Isabel O'Connor, Saloua Saidane, Larry Maxey, Monica Romero (Excused), Amanda Johnston, Lisa Burgert, Alex Berry (Excused), Rachel Russell, Ashanti Hands* (Pres.)

A. Call to Order -
1. Meeting called to order by Hai Hoang

B. Approval of February 6th Minutes
- Motioned - Andrew Hoffman
- Seconded - Ayana Woods
- Approved on February 20, 2024

C. Communication Loop
- Hai provided an update about an upcoming outcome assessment and encouraged everyone to share the news and provide feedback
- Update the Department Outcomes Coordinators (DOC) directory
- Upcoming event: Outcomes Assessment Kick off Friday 02/23/24
- Campus-wide activities to ensure efficient departmental collaboration and task completion. The conversation highlighted the necessity of clear communication about these deadlines to prevent confusion and ensure compliance with regulations

D. Continuing Business
1. Reflection of Group Activity Jamboard & Next Steps (25 minutes)
- Focusing on use of our meeting time in Spring 2024
- **Group 2 feedback:** We should have some hard deadlines that are campus wide, so that we have some finality to each cycle
    - The plan entails setting milestones for each year of our four-year cycle. Specifically, we aim to achieve 100% completions by the end of the four-year cycle
    - Having these milestones in place would prevent any last-minute rushes and ensure a smoother process overall
    - The committee had approved the change in the cycle duration from 6 years to 4 years, which will be supported by the program review process
    - This process is for accreditation, and it is not merely an exercise to check boxes

- We are actively discussing how to transition from compliance to quality standards
- As the accreditation standards themselves emphasize the importance of program improvement, this aspect becomes a critical part of our strategy
- The follow-up item to address would be: *how do we ensure that information is shared effectively across multiple groups*? This includes ensuring that all relevant parties are informed about the transition from a 6-year cycle to a 4-year cycle for accreditation. Additionally, we need to consider how we can provide adequate support as co-authors to facilitate a smooth adjustment to the new cycle. This may involve offering guidance, resources, and assistance to help individuals and teams navigate the transition successfully
- Committee members are raising a crucial point regarding the responsibility for tracking progress
- Primarily revolves around providing support rather than directly tracking progress. Instead, it falls within the purview of the college to designate an outcomes coordinator who oversees and ensures that everyone remains aligned with the established framework or plan. COA's role is to offer support in other areas, but not specifically in tracking progress.
- The focus is on identifying the kind of support COA can provide to address the challenge of tracking progress, with the suggestion that an outcomes coordinator could play a key role in this regard.
- Clarifying the roles and responsibilities and acknowledging the need to ensure progress is being made. It is important to communicate in any areas where information is lacking, or progress is not on track, to keep everyone informed and address any issues that arise.
- We created and shared documentation that reviewed the progress of assessment for the 6-year cycle to let folks know about remaining assessments to be completed.

- **Group 1 Feedback**: Commitee members highlighted the importance of engagement, particularly in discussions surrounding learning outcomes. There was mention of a retreat that has not occurred for some time, suggesting its potential value in fostering collaboration. Additionally, there was a suggestion to improve communication by sharing timelines and deadlines more effectively, as there may be a disconnect in disseminating information beyond the committee.
  - Explore tools or methods to enhance communication and ensure information reaches relevant stakeholders. Despite past attempts at reporting out, there is a recognition that the existing process may not be sufficient
  - There was consideration given to utilizing Canvas as a platform for sharing information, although it was noted that not all student services use Canvas, limiting its universal applicability. Nonetheless, we discussed the potential for creating a centralized space, akin to a Canvas platform, where departments could share their accomplishments and learn from one another.

- o   Our website hosts a wealth of resources for outcome assessment, including best practices. We have archives containing previous PLOs (Program-Level Outcomes), which serve as valuable examples from previous years. Additionally, we have compiled the handbooks for Outcomes Assessment, ensuring all essential information is readily accessible. Therefore, we encourage everyone to utilize these tools as they contain a wealth of valuable information.

2. [Outcomes Assessment Training Schedule Spring 2024](#) (5 minutes)
- Regarding the upcoming outcome assessment training schedule for Spring 2024, it will be conducted via Zoom. Please ensure you spread the word and invite relevant individuals, including Doc and others interested in outcome assessment, to join the event.
- Additionally, Liza is collaborating with individuals to identify suitable topics for specific sections. We are flexible with both the timing and topic of these sessions. If facilitators have topics they feel strongly about, we are open to adjusting the agenda accordingly. Currently, we aim to have one faculty member from instruction and one classified staff from student services to support each section.
- Saloua Saidane has volunteered to lead the training session on creating measurable outcomes in March.

E.   New Business

1. **ACCJC- Core Inquires 1 and 2 (20 minutes)**
- The ACCJC team evaluates our institutional self-evaluation report, identifying areas needing clarifications and areas that are commendable. One of the areas that needs clarifications is outcome assessment, especially in in CTE. For example, more clarification is needed for the SLO and objectives.
- The district updates the SLOs (Student Learning Outcomes) twice a year, creating a timing gap with syllabi, which may still have the old versions. Faculty have updated the curriculum, but integrating the new SLOs into syllabi remains a challenge due to the district's schedule. Additionally, there may be instances of creative interpretation of SLOs. It is puzzling why CTE has been singled out

2. **[ACCJC Accreditation Standards-2024](#)**

F.   Announcements

1. Next Meeting: March 5th , 2024
2. [COA 23-24 Membership](#)
3. [Outcomes Assessment Handbook](#)
4. [COA Meeting Schedule](#)

G.   Action Items

1. Consider implementing hard deadlines for outcome assessments to ensure timely completion and avoid overloading certain departments.

2. Hai will send the approval and book to Andrew Hoffman
3. Andrew Investigate the discrepancies between course outlines and syllabi for English 205 and provide information to Hai and Liza

Adjournment

1. The meeting adjourned at 4:50 p.m. by Hai Hoang

Minutes

Submitted by: Mona King

Approved on: