![San Diego Mesa College logo]

San Diego Mesa College
Committee on Outcomes and Assessment
Meeting Notes

October 16, 2018

3:30 p.m. – 5:00 p.m., MC 211B

ATTENDEES		
	Madeleine Hinkes, Co-Chair	Mary Gwin
	Kris Clark, Co-Chair	Ed Helscher
	Leela Bingham	Linda Hensley
	Ailene Crakes	Bridget Herrin (excused)
	Donna Duchow	Pam Luster (excused)
	Claudia Estrada-Howell	Mariette Rattner
	Sean Flores (excused)	Tina Recalde
	Michael Temple	Saloua Saidane (excused)
	Manuel Velez	Leslie Shimazaki (excused)
	Support: Sahar King, Anda McComb	Guest:

Agenda Item A: Call to Order: By Kris Clark at 3:36p.m. in MC 211B.

DISCUSSION	**Approval of Sept 18 , 2018 Minutes** • The minutes from October 2, 2018 were emailed to COA prior to the meeting for review. • The minutes were M/S by Leela Bingham and ED Helscher and approved.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• Post approved minutes to the COA website.	• Mona King	• Before next meeting

Agenda Item B: AUO Reports

DISCUSSION	1. **David Fierro (College Technology, Printing and Mail Services)** ➤ College Technology Services strives to provide the best technical support to enhance student learning outcomes and student services ➤ The most consuming timing is to repair the technology equipment ➤ We want to everything work 100% time ➤ We did 3 assessments in this department; Equipment Repair, Update Instructional Technology, and Audio Visual coverage/support ➤ One of the challenges when we request Equipment Repair, we don't have consistencies for equipment

	➢ Our need for staff varies at different times ➢ We have intake form to report the problem. ➢ We are changing everything to digital format ➢ Print & Mail Dept.: ➢ We provide mail delivery, pickup, and reprographic services ➢ We did an assessment of our Mail delivery accuracy ➢ We had experienced misplacing of packages ➢ Out of 100% printing orders, 1/3 printing in the last minute ➢ 1/3 of the printing request, it is the late request and will charge double amount of normal price and this is challenging for the budget ➢ We changed our mail delivery in student services from 20 stops to 4 stops ➢ On the assessment we are looking at how much demand per week we have for mailing service and will adjust our Manpower output. ➢ Power Point 2. **Danene Brown: School of Business & Technology** ➢ The Initial Assessment was in the fall of 2014 ➢ We focused on three question surveys to adjunct faculty during the fall 2014 Adjunct Faculty meeting. ➢ The challenges were paper surveys and limited to adjunct faculty ➢ We did not have full-time faculty at the time. ➢ The most common feedback we got was on Peer Evaluations and Teaching Assignments ➢ Our goal is to improve communication, build a culture of professional development and personal growth, have more helpful information in our school meeting, office support and Promoting equity ➢ This year we will have an electronic survey for all the faculty and we will share the result with you. ➢ Power Point

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• N/A		• N/A

Agenda Item C: Continuing Business

DISCUSSION	1. **Departmental Outcomes Coordinator Job Description—Revised** ➢ Student support was added ➢ Departmental Outcomes Coordinator Job Description was M/S by Leela Bingham and Manuel Velez and approved. ➢ We will send a copy to all the DOCs ➢ DOC job description

2. **Outcomes Perception survey**
   - ➢ Approved in last meeting
   - ➢ Will now go to research and be prepped for spring.

3. **PLO Work**
   - ➢ The spreadsheet shows multiple versions of PLOs from the catalog, Taskstream, and IE webpage.
   - ➢ We got some feedback and updated the website
   - ➢ All three platforms should use the same wording.
   - ➢ Sent to DOCs and chairs for review the PLO in the cataloged
   - ➢ PLO Work

4. **Graduate ILO survey**
   - ➢ In progress with research office

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• Email reminder to DOCs and chairs to review the PLO • Work on the ILO survey to post on the website	• Anda	• Before next meeting

Agenda Item D: New Business

DISCUSSION	1. **Guide revisions**
	   ➢ We are in mid-cycle report
	   ➢ We are working on an update for the Guide
	   ➢ Please send your feedback and suggestions
	
	2. **COA report to PCAB**
	   ➢ We will update PCab about COA's process
	   ➢ We are halfway through 6 year Cycle
	   ➢ We will send check list to DOCs, chairs, and the members of the committee

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• update for handbook revisions		•

Agenda Item E: Announcements/Adjournment

DISCUSSION	1. Next meeting, November 6, 2018 2. Assessment Institute, Indianapolis, 21-23 October http://assessmentinstitute.iupui.edu/ 3. President's Cabinet Retreat, November 13, 1-5 PM

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
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Agenda Item F: Adjournment

DISCUSSION	• Meeting was adjourned by Madeleine Hinkes at 4:25 p.m.

Submitted by: Sahar King, Senior Secretary
Approved on: