SAN DIEGO MESA COLLEGE

San Diego Mesa College

Committee on Outcomes and Assessment

Meeting Notes

October 4, 2022

4 p.m. – 5:00 p.m., Zoom

ATTENDEES	School Representative *(Not to exceed 3 Deans*)*
Bridget Herrin, Co-Chair (excused)	Monica Romero
Eliza Rabinovich, Co-Chair	Amanda Johnston (excused)
	Leslie Shimazaki (excused)
Membership Areas	Alison Gurganus
Ailene Crakes	Saloua Saidane
Isabel O'Connor	Donna Duchow
John Crocitti	Nathan Resch
Michael Temple	Andrew Hoffman
Anda McComb	SBS - Vacant
Howard Eskew (absent)	
Sahar (Mona) King	**Classified Professionals:** VACANT
Larry Maxey	
Advisory	
Ashanti Hands	**Students:** VACANT
Lorenze Legaspi (absent)	
Administrative Support: Sahar King	**Guests:** N/A

Agenda Item A: Call to Order: Eliza Rabinovich at 4:03 p.m. Via Zoom

DISCUSSION:
1. **Call to Order**
2. **Approval of September 20, 2022, minutes**
a. The draft of the agenda and minutes were emailed to the COA committee prior to the meeting for review.
b. The minutes from September 06, 2022, M/S by Ailene Crakes and Monica Romero and approved.

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

Agenda Item B: Continuing Business

DISCUSSION:

1. **Demo of CurricuNet/Curriculum 101**
   - Course Outline of Record (COR) put together in CurricuNet and typically has 1) title of course, 2) subject indicator and number, 3) unit value, 4) grading options.
   - Catalog course description – what students see when searching/signing up for a course.
   - Requisites – where pre- and co-requisites are listed. Attempting to eliminate basic skills pre-requisites from courses whenever possible in keeping with AB 705.
   - Field trip requirements – "May be required" is standard on most outlines.
   - Transfer applicability – work with the Articulation Officer to ensure a course transfers.
   - Course Identification number (CID) – statewide number used to identify many courses commonly offered in CA community colleges. Refer to Articulation Officer to find out if your course has a CID.
   - Total lecture hours and total lab hours – hours determine total unit value of course.
   - Student Learning Objectives – list of what students are able to do at the end of the course.
   - Course outline and scope – Outline of Topics, reading assignments, writing assignments, appropriate outside assignments, and appropriate assignments that demonstrate critical thinking. CurricuNet forces you to present each of these sections as a formal outline. You want to be as specific as you can about what is taught in the course in the Outline of Topics – instructors must primarily use this when creating a syllabus for the course.
   - Methods of Evaluation and Methods of Instruction – consult with Curriculum Coordinator
   - Required Texts and Supplies – present specific textbooks that instructors may want to use to teach the course and include all bibliographic information. It's important that textbook be current; classic texts are allowed if relevant. Supplies refer to anything extra or unusual students need to purchase for the class.
   - The Course Report – largely generated automatically from information in Course Outline. There are a few sections to consider:
     - Discipline – this will determine the minimum qualifications an instructor must have in order to be able to teach the course.
     - Reason for the proposed action – may be for a 6- or 2-year review; a change in requisites, addition of Distance Education (DE), some other alteration. If you change more than 50% of the content of an existing course, you must create a new course.
   - Student Learning Outcomes – currently uploaded from Taskstream into CurricuNet (this will change as we move to Meta and Nuventive). ACCJC requires these outcomes be included in our Course Report. Each campus creates its own Student Learning Outcomes, so they are listed separately.
   - Standard II: Student Learning program and support Services 2.A.3: The institution identifies and regularly assesses learning outcomes for courses, programs, certificates, and degrees using established institutional procedures. The institution has officially approved and current course outlines that include student learning outcomes. In every class section students receive a course

syllabus that includes learning outcomes from the institution's officially approved course outline.

2. **Develop Ongoing Responsibilities and Deliverables for 2022-23**
   o <u>Authentic learning assessment</u> – Moves away from multiple choice assessments and toward creative learning experiences and how to assess higher levels of critical thinking.
      ▪ Best to use overarching definition, examples of good practices rather than specific methods of authentic assessment for different courses.
   o Deliverable 2f. changed from "Develop a framework for authentic learning assessment" to "Provide information on different types of learning assessments."
   o John Crocitti relaying feedback from Academic Senate member that they want COA 2022-23 deliverables presented at Senate.
      ▪ There is no intention to change or update CLOs, PLOs, SSOs, ILOs – looking to confirm accuracy of syllabi and course reports. Issues with Taskstream reports not matching when doing assessments last year. Bridget and Liza going to October 24th Senate meeting to explain process.
   o Approval tabled.

3. **Handbook Draft Review Assignment**
   o Add comments independently and we will review at next meeting – October 18th.

4. **Nuventive update**
   o We believe that in the next 2 months, the Nuventive space ready for launch.
   o Asked everyone to start their own Program Review – when space is physically available, will begin training on logging in and utilizing spaces.
   o Launching Program Review first then will move on to Outcomes Assessment.
   o Invited a larger group to access the space and provide feedback.
   o Meeting tomorrow with Nuventive for updates.

5. **November 1st meeting will be cancelled due to PCab Retreat.**

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• **Forward any potential folks who can fill seat vacancies**	• **Anyone**	• **Ongoing**
• **Handbook Draft Review Assignment**	• **Enter your edits/comments individually.**	• **October 18, 2022**

Agenda Item C: New Business

DISCUSSION:

1. **Role of the DOC for Year 1**
    o Orientation this Friday – invited everyone on campus to attend.
    o Asking DOCs to review/revise/reaffirm, activate/deactivate courses and outcomes in this first year while we are still building the space in Nuventive.
        ▪ Looking to utilize Year 1 each cycle to repeat this process.
2. **Workgroup model?**
    o Professional Learning
    o ILO Review
    o Nuventive
3. **Pathways and Outcomes (Tabled)**

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

Agenda Item D: Announcements/ Adjournment

DISCUSSION:

1. COA 22-23 Membership
2. Next Meeting: October 18, 2022
3. Handbook Draft Review Assignment - Due October 18th
    i. Please use track changes for your feedback and enable for everyone
    ii. Assignments are here

Submitted by: Sahar King, Administrative Support

Approved on: November 15, 2022