



San Diego Mesa College
Learning Assessment Task Force
Meeting Notes

October 21, 2014
3:40 p.m. – 5:00 p.m., I4-402

ATTENDEES	Madeleine Hinkes, Chair	Angela Liewen
		Andy MacNeill
	Julie Barnes	Marichu Magaña
	Kris Clark	Toni Parsons (Absent)
	Jennifer Cost	Mariette Rattner
	Meegan Feori	Susan Topham
	Ed Helscher	
	Susan Lazear	

Agenda Item A: Call to Order: By Hinkes at 3:46 p.m. in I4-402.

DISCUSSION	Hinkes welcomed the group and shared about the transition of the LATF meeting being moved from Student Services to the Office of Institutional Effectiveness. Approval of September 16, 2014 Minutes The Minutes were M/S/C by Clark and Helscher as is.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Post approved minutes to the LATF website.	Ginger Davis	Before next meeting.

Agenda Item B: Continuing Business

DISCUSSION	Where are we? - Hinkes briefly discussed “where are we” with Student Learning Outcomes (SLOs). A handout was provided that reviewed the characteristics of Institutional Effectiveness in SLOs. Additional categories noted on the handout include: the degree the element has been met, evidence to show that the college has achieved this status, gap between current status and SCQI, what’s needed to close the gap and when, and responsible parties. Importance for Accreditation - The idea of obtaining clerical support to assist with SLO data entry into Taskstream was discussed. This individual will designate at least a couple days a week to assist solely with data entry of SLO’s for the campus community. This will help campus morale. - Clark supported the idea; this could be comparable to the support provided for CurricUnet. Action Plan update - Hinkes presented a rough draft of the 2014-2015 Learning Assessment Task Force Action Plans and requested the LATF group to review the goals to see if any were still applicable and/or already achieved and to provide new goals to accomplish in the current year; a summarization of the group’s input will be presented at a future meeting. - Barnes, who previously chaired the LATF meeting, gave a quick summary of how the goals were formed last year and suggested forming a small group to review which goals were achieved in 2013-14 and bringing that conversation to LATF to set the goals for 2014-15. - Barnes added about looking at ways to update our website. The Mesa website is usually the first place everyone looks at when they want to find out more information. Expanding the website is still a good goal to have. - Helscher shared the improvements made in 2013-2014 in Taskstream in response to the campus community. This is a goal from last year that can be removed.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Work on new goals for 2014-2015.	LATF Group/Madeleine Hinkes	Before next meeting

Agenda Item C: New Business

DISCUSSION	ILO Proposal (Susan Lazear, Meegan Feori) • Lazear distributed a handout called “Institutional Learning Outcome (ILO) Proposal” to support the proposal of a new ILO called Workforce Preparedness. • Workforce Preparedness is the ability to enter and be successful in the work place. This includes job-specific training, technical skills, and developed employment skills. This ILO could also be called Employment Skills. • Examples of programs we currently have on campus whose education and SLO’s could easily map to this proposed ILO include: Fashion, Computer Business Technology, Child Development, Culinary Arts, Multimedia, Computer Information Systems, Event Management, Hotel Management, Interior Design, Medical Assisting, Dental Assisting, Radiologic Technology, Animal Health Technology. • Feori shared research she discovered on what other colleges did. • Hinkes shared that once we are through the current cycle we could possibly incorporate a new ILO such as this. This is a good time to start documenting these requests. • Helscher added that it would be impossible to pull all of the departments together to have them assess a new ILO at this time. There’s allot of support behind adding this specific ILO but this will have to wait until the new cycle begins again in 2016. For now, a recommendation is to map this idea to personal awareness or interpersonal skills for now until. • Cost added graduate surveys were presented at a President’s Cabinet meeting today and students wanted to be more connected to solving real world problems. • Hinkes suggested adding this proposal to the FASH Program Review. ACCJC Competencies (II.A.11) • There are only six ACCJC Degree Graduate Competencies that ACCJC will cover. These six competencies are all mapped to Mesa’s ILO’s. • A handout was provided showing ACCJC Degree Graduate Competencies Per Standard II.A.11 What do Administrative Unit Outcomes (AUO) map to? • Hinkes suggested mapping AUOs to the campus’ strategic goals. • AUOs relate to the goals of the Dean’s Office’s and should be tied to the college’s strategic goals. Portfolios • 300 portfolios were available for use in Taskstream about a year ago. This is approximately 10 classes with 30 students in each class. • 500 portfolios throughout the district are currently not being used. • Students would be involved in this process and would be required to provide their input via Taskstream. • The use of portfolios would be ideal for an English class.
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	The next step would be to bring this idea up to the Basic Skills committee.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
- Check with Susan Mun regarding the use of the Portfolio feature in Taskstream. - Share Portfolio idea with the Basic Skills Committee	- Ginger Davis - Jennifer Cost	- Before next meeting. - Before next meeting.

Agenda Item D: Learning Assessment Facilitator Update

DISCUSSION	Kris Clark: - Requested a list of SLO coordinators for each program. Cost will reach out to faculty to obtain this information. - Suggested to start an SLO Assessment newsletter/calendar that could be emailed out to the campus community. Clark will work directly with Hinkes on this.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Request SLO Coordinator from each program.	Jennifer Cost	Before next meeting.

Agenda Item E: Learning Assessment Coordinator Update

DISCUSSION	Ed Helscher: - Videos and directions have been added into Taskstream to help support faculty with SLO Assessment entry. - Drop down menus have been updated to simplify the options a user can select in Taskstream.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None	N/A	N/A

Agenda Item F: Roundtable

DISCUSSION	Suggestions for webpage: Clark had some ideas for the LATF website and wanted a point of contact to discuss them with. A suggestion was to speak with Rachelle Agatha and/or Lina Heil.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

Agenda Item G: Goals for 2014-2015

DISCUSSION	Get-em done Promote meaningful dialogue
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

Agenda Item L: Adjournment

DISCUSSION	Meeting was adjourned by Hinkes at 5:03 p.m.
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Next Meeting: Tuesday, November 18, 2014, 3:40 p.m. – 5:00 p.m., A-104

Submitted by: Ginger Davis, Senior Secretary, Administrative Support

Approved on: 2/17/15