SAN DIEGO MESA COLLEGE

San Diego Mesa College
Learning Assessment Task Force
Meeting Notes

April 21, 2015
3:30 p.m. – 5:00 p.m., A-104

ATTENDEES	Madeleine Hinkes, Co-Chair	Ed Helscher
	Kris Clark, Co-Chair	Angela Liewen
		Pam Luster
	Rachelle Agatha (Absent)	Andy MacNeill
	Julie Barnes	Marichu Magaña (Excused)
	Amy Cunningham	Tim McGrath (Absent)
	Leela Bingham	Mariette Rattner
	Jennifer Cost (Absent)	Susan Topham
	Ginger Davis	Monica Romero
	Margie Fritch	

Agenda Item A: **Call to Order:** By Hinkes at 3:39 p.m. in A-104.

DISCUSSION	**Approval of March 17, 2015 Minutes** • The Minutes were M/S/C by Bingham and Rattner as is.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• Post approved minutes to the LATF website.	• Ginger Davis	• Before next meeting.

Agenda Item B: **Guest**

DISCUSSION	**HSI Grant Update, Monica Romero** • A power point was presented reviewing the current projects related to the HSI grant. • As a reminder, the goal of Mesa's Five-Year, Title V/HSI Grant, Proyecto Éxito, is to improve the retention and graduation rates of our diverse population, particularly Latino students, through systemic, institutional changes and improvements.

	• The Grant Organizational Structure was presented to remind us of which individuals on campus are involved in supporting this grant.
	• Campus Employee Development:
	    o Taskforce:
	        ▪ Professional Employee Development Taskforce: Charge includes recommendations for facilities, structure and programming.
	        ▪ HSI Spring engagement series to assist campus in defining what it means to be a Hispanic Serving Institution and implications for practice.
	    o Employee Development Center:
	        ▪ Remodeling of the LRC 4th Floor area
	        ▪ Working name from taskforce is "The LOFT" or Learning Opportunities for Transformation.
	• Student Engagement: Veronica Gerace is involved in the development of this area.
	    o Summer Cruise Program:
	        ▪ **Cruise** stands for **C**reating **R**ich **U**nique **I**ntellectual **S**tudent **E**xperiences.
	        ▪ The event is free and will be held on Monday, August 3 through Thursday, August 6.
	        ▪ It will include structured learning activities.
	    o Peer Navigators Program:
	        ▪ A program where new students are assigned to existing students to assist with navigating around the campus.
	        ▪ Mission- to empower students to achieve academic success and personal development through high quality peer support while providing leadership opportunities for the Peer Navigators.
	• Curriculum:
	    o English:
	        ▪ Point of contact is Jennifer Cost.
	        ▪ Training provided for ENGL 47A Instructors
	        ▪ Assessing current information available to students regarding placement, challenge and English pipeline.
	        ▪ ENGL 265C curriculum links basic skills and college/transfer level courses to support student completion.
	    o Math
	        ▪ Point of contact is Michelle Parsons.
	        ▪ Training provided for MATH 92 and 38 Instructors.
	        ▪ Math basic skills curriculum workgroup.
	        ▪ Training on Classroom tutors for fall.
	        ▪ Discussion of acceleration models.
	    o Personal Growth:
	        ▪ Point of contact is Laura Mathis.
	        ▪ New curriculum Personal Growth 110, Introduction to

	College (1.5 units) ▪ Training on e-portfolios and reading apprenticeship to incorporate into current PG courses. o Classroom Tutors (CT): ▪ Piloting in Fall 2015 in Math 92 and Math 96, Astronomy 101 and English 101. ▪ Development of training for "CT"'s and for Faculty to maximize outcomes. • Other Activities currently being worked on: o Working with District IT to improve the Wi-Fi on campus. o Research Agenda o Conferences o Consultants o Planning for Year 2 o Equity Change Agents • On the Horizon o Positions: Contract Student Success Specialists, Classroom Tutors, Peer Navigators o Evaluation: Pilot Assessment, External Evaluator, Year 1 Mid-Term Report

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

Agenda Item C: Continuing Business

DISCUSSION	**Committee Status (President's Cabinet)** • Had the second reading of the proposal to move the Learning Assessment Task Force (LATF) to committee status at President's Cabinet and realized it had not gone through Classified or Academic Senate yet. • The committee status will not be formal for another 2 more weeks. **Workshops** • Clark led a discussion regarding an Assessment workshop to be offered at the next Flex activity session. • Currently, assessment reports are being generated by the Office of Institutional Effectiveness to determine the current state of the campus. • Other workshop topics was requested: o Fritch inquired about Dean's training being offered as a result of the 31% completion rate noted for Administration Unit Outcomes on the Outcomes Assessment Completion Report. Clark will be in Dean's council on the 29th to discuss this report in depth with the Deans. o Convocation might be an ideal meeting place to discuss best practices or effectiveness methods related to assessment. This

<table>
<tr><td></td><td>
could also be a possible topic to have at the next Flex session.
The Task Force provided some names of individuals to reach out to regarding their own best practices in completing assessments:
Kim Perigo, Faculty in the Communication Studies Department
Bradley Hughes, Adjunct Faculty in the Exercise Science Department
SLO Coordinator Updates
Clark presented the draft for the next Outcomes Highlight newsletter to be distributed to the campus for the Task Force review.
Some highlights of the newsletter include:
Program of the Month- Real Estate
5 Reasons Why We Assess
Upcoming Events
The Buzz- Highlights the Task Force's current status of becoming an official committee. Once in committee status, recruitment for COA representation will begin.
</td></tr>
</table>

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

Agenda Item D: New Business

<table>
<tr><td>DISCUSSION</td><td>
Goals 2015-16
Owning our Assessments
Making full meaning of assessments is still our goal.
We need to focus on how can we make SLO's more useful for us, and the accreditation process.
A goal we could consider is looking at our assessment process and scheduling cycle. We need to decide if we want to give some kind of order to the campus so that we all do the same outcome in the same year? Or, do any outcome at anytime within the assessment cycle, similar to what we do now.
Another goal could be determined based on what is most pressing for the campus. Clark suggested focusing on the closing out of the current assessment cycle. A goal from this could be standardizing the reporting process (ex. year-end and cycle reporting process).
Luster added that it would be helpful to have a visual to give people context of where we are in the process (ex. show how we are "enjoying the fruits of our labor"). We need to remind ourselves "it's part of what we do" (ex. how a bill becomes a law).
Helscher shared that Bakersfield College did a wine and cheese event in which they did something similar. They had poster sessions
</td></tr>
</table>

	and student presentations to show the progress of their campus with assessment efforts.
	Objectives for 2015-2016
	• Establish a formal assessment process and cycle.
	• Establish a method to record informal discussions.
	• Clarify the difference between Objectives vs. Outcomes.
	  ○ Question was asked to see if we ever had an interactive workshop where people pick an objective or an outcome and explain why they selected what they did. Response was no. A Flex workshop would be an ideal place for this.
	• Streamline Taskstream so that the two workspaces (program review and assessments) talk to each together.
	• Review current assessment status. Helscher suggested pulling out the program outcomes. This would be a lot easier than reviewing each program's individual courses.
	• Establish the next assessment cycle and revisit ILO's.
	Recording the Discussions
	• Need to look at how do we can record departmental discussions.
	  ○ SLO Liaisons from each school can be a useful tool.
	  ○ Create a blog for "best practices" on the Mesa website.
	  ○ SLO Facebook
	• Capturing the improvements is important.
	End of Year/Cycle Reports
	• Need to establish a formal end of year process and discuss any reports needed to close out the current assessment cycle.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

Agenda Item E: **Roundtable**

DISCUSSION	• Clark presented the Drama program's assessment report as an example of the type of report generated for each program. The report reflects mapping statuses of each course and current system issues that need to be resolved. She will be having a similar discussion with the Deans.
	  ○ A cumulative report was also presented showing several courses not currently mapped to ILO's. Inactive courses need to be identified so they can be removed from the report. In this report, a number of items mapped dropped over time. One reason provided, as in the case of the Exercise Science department, this program, does not map to Global Awareness.
	  ○ Taskstream data had been deleted in the past as a result of course numbers changing.
	  ○ From an accreditation standpoint, we want to show that we are in

	continuous improvement. ○ When ILO's are created, we are saying that we expect our students to be exposed to these at some point in their education before they leave Mesa College. We need to clearly communicate this to the campus community.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

Agenda Item F: Goals for 2014-2015

DISCUSSION	• Get'em Done • Promote Meaningful Dialogue

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

Agenda Item G: Adjournment

DISCUSSION	• Meeting was adjourned by Hinkes at 5:05 p.m.

Next Meeting: Tuesday, May 19, 2015, 3:30 p.m. – 5:00 p.m., A-104

Submitted by: Ginger Davis, Senior Secretary, Administrative Support
Approved on: 5/19/15