

Learning Assessment Task Force Meeting Notes

September 17, 2013

3:40 pm – 5:00 p.m.

Student Services Center, I4-402

ATTENDEES	Julie Barnes, Chair	Pam Luster	Mariette Rattner
	Leela Bingham	Laurie Mackenzie	Susan Topham
	Kristan Clark	Andrew MacNeill	
	Jennifer Cost	Marichu Magaña	
	Ed Helscher	Tim McGrath	

AGENDA ITEM A: LATF 2013-2014 Action Plan

COMMENTS/ DISCUSSION	Reviewed 2012-2013 Action Plan for 2013-2014 - Goal 1: Change text to “Facilitate compliance...” Goal 2: Carryover. Goal 3: Complete/Delete. Goal 4/3: Carryover. Add, “Enhance communication focused on learning outcomes assessment at Mesa College.” Objectives may include enhanced web presence/adding technical component(s), including SLO and other assessment resources. Barnes will coordinate LATF website with Clark’s LRC. Goal 5/4: Carryover. Goal 6/5: Complete/Delete. Goal 7/5: Carryover. Phrase as, “continue to evaluate.” Goal 8/6: Carryover. Phrase as “expand” rather than “establish.” Objectives would refer to GE mapping to ILOs. Goal 9/7: Carryover. Phrase as “discuss results of college-wide learning assessments” rather than “analyze.” Delete “summary report.”
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ACTION ITEMS	PERSON(s) RESPONSIBLE	DEADLINE
Update Action Plan	Julie	Next meeting

AGENDA ITEM B: Task Stream Input Update

COMMENTS	Changes have been made to Taskstream's assessment cycle; the report is now cleaner and faculty input will be easier. Broad feedback was incorporated in revisions. Jill would like a test group to work with it and go from there. Change: Taskstream doesn't automatically update course numbers; need to get this taken care of. Ed and Kris will work with Arlis. Next big meeting: inputting changes related to PLOs. There has been strong faculty participation. Looking to close off 2012-2013 soon.
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ACTION ITEMS	RESPONSIBLE	DEADLINE
Continued perfecting of Taskstream	Ed, Kris	Ongoing

AGENDA ITEM C: Learning Resource Center Committee Reactivation

COMMENTS	There's a Learning Resource Committee in the Academic Senate. Does anyone know the history of this committee? Do we want to reactivate a committee to get a teaching academy going, etc? This may actually be related to the LRC and not "Learning Outcomes" per se. Perhaps we can make this an expansion of our Staff Development Committee. Perhaps it can be morphed into a LO committee.
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ACTION ITEMS	RESPONSIBLE	DEADLINE
Continue discussion	Kris/LATF	Ongoing

AGENDA ITEM D: Spring Teaching Academy

COMMENTS	Kris has spoken with Lisa Brewster of Miramar and 3CSN, who can present a Habits of Mind workshop during Flex in January. We need to figure out an optimum time; perhaps during the President's presentation time at convocation. Following that, the academy would offer three smaller workshops – Assessing our Assessments (Feb); Technology in the Classroom (Mar); and Bridging the [Age] Gap (Apr). Last, a multidiscipline/multicollege conference (May). SDICCCA may fund.
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ACTION ITEMS	PERSON(s) RESPONSIBLE	DEADLINE
Continue planning workshops	Kris	Ongoing

AGENDA ITEM E: E-Portfolios

COMMENTS	Mesa was given an amount of e-portfolios. Jill and Angela would need to weigh in on this. We had 400 but weren't sure how long we'd have them (3-5 years)? We should do a pilot and get started.
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ACTION ITEMS	PERSON(s) RESPONSIBLE	DEADLINE
Follow-up with Jill and Angela	LATF	Jill's return

ADDED AGENDA ITEM: 6-Year Timeline

COMMENTS	Once 6-year cycle is complete, then what? Start over on year-one.
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ACTION ITEMS	PERSON(s) RESPONSIBLE	DEADLINE
<i>None</i>		

AGENDA ITEM F: Roundtable

COMMENTS	<i>Time did not permit.</i>
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ACTION ITEMS	PERSON(s) RESPONSIBLE	DEADLINE
<i>None</i>		

Next Meeting: Tuesday, October 1, 2013, 3:40 pm – 5 pm, I4-402
2013-2014 Calendar: 1st/3rd Tuesdays, 3:40-5, I4-402

SAN DIEGO MESA COLLEGE

Learning Assessment Task Force

September 17, 2013 Agenda

Members:

Julianna Barnes, Chair
Jill Baker
Leela Bingham
Kristan Clark
Jennifer Cost
Nellie Dougherty
Ed Helscher
Madeleine Hinkes
Angela Liewen
Pam Luster
Andrew MacNeill
Marichu Magaña
Michelle Parsons
Mariette Rattner
Susan Topham

- A. LATF Action Plan/Goals for 2013-2014 (Julie/All)
- B. Task Stream Input Update (Helscher)
- C. Learning Resource Center Committee Reactivation (Clark)
- D. Spring Teaching Academy (Clark)
- E. E-Portfolios (Magana)
- F. Roundtable

Next Meeting:

*October 1, 2013
3:40 pm – 5 pm*

SD Mesa College 2012-13 Learning Assessment Task Force Mid Year Status Report and Action Plan

February 5, 2013

Learning Assessment Task Force Purpose:

To facilitate meaningful dialogue and assessment practices which support the ongoing improvement of student learning and institutional effectiveness. To provide planning, support, facilitation, communication, and leadership that will enable the achievement of college goals pertaining to learning assessment.

Goals	Objectives for 2012-13	Status	Actions & Timeline (what & when)	Person(s) Assigned
1. Assuring compliance with accreditation requirements, and adequate documentation of evidence	1. Survey / assess needs a. Review & discuss ACCJC SLO assessment standards, evaluate and propose action plans as needed b. Review & Discuss SLO Survey Results	a. In progress/ Ongoing b. completed	Has been done for purposes of SLO Report. Documentation is mostly in place via TaskStream (gaps may exist for institutional level). Review of standards would facilitate further fine-tuning & institutionalization of assessment – to be completed in collaboration with PIE and/or the Accreditation Committee. May move forward until Fall and/or wait to see what ACCJC publishes in response to the fall SLO reports.	LATF
2. Envision what would constitute "Sustainable Continuous Quality Improvement" at Mesa College, provide guidelines/benchmarks and support for its implementation, including: a. Develop a draft plan for sustainable continuous assessment, which identifies the timeline and key components of a complete cycle, encompassing the varied levels of assessment	6. Review ACCJC Rubric, and define how SCQI could best be achieved at Mesa / utilize stakeholder input	Not started	Spring 13 (Retreat?) Schedule discussion of SCQI & a discussion aimed at developing a draft plan for continuous assessment with timelines, guidelines, etc. for the different levels of assessment. This will be the focus of our upcoming LATF Retreat	LATF

SD Mesa College 2012-13 Learning Assessment Task Force Mid Year Status Report and Action Plan

February 5, 2013

Goals	Objectives for 2012-13	Status	Actions & Timeline (what & when)	Person(s) Assigned
from course to institutional				
3. Define the objectives and/or duties of the Learning Assessment Facilitator role, and provide collaborative support for their achievement	2. Define LAF role	Completed	Discussion of how best to fill gap until role is appointed and commenced. LAF Role description/task list to be reconfirmed and/or revised at Spring Retreat, and a call for applications likely to be issued shortly thereafter.	LATF
4. Modify web presence (incl. enhance resources and user-friendliness of web page)	3. Develop FAQs 7. Website Development	Not started	Website to be redeveloped in Spring 13 as part of overhaul of Institutional Effectiveness pages. LATF could identify key components to help guide this work. At one of our spring meetings we will begin by updating the links for our existing SLO webpage – LATF members will be asked to bring a list of links to an upcoming meeting.	Pam, Jill, Jonathan & LATF
5. Facilitate the sharing and discussion of effective assessment practices across SLOs & AUOs, for example, Community of Practice	11. Support the planning and implementation of campus-wide opportunities for the sharing of effective practices, discussion and analysis of findings, future institutional planning in this sphere	Partially started	First campus-wide institutional assessment analysis discussions were held in January 2013. Assessment showcase and dialogue on different approaches should be planned in Spring 2013 & for 13-14. At least one flex activity will be planned for Spring, LATF to discuss further, and also explore	LATF

SD Mesa College 2012-13 Learning Assessment Task Force Mid Year Status Report and Action Plan

February 5, 2013

Goals	Objectives for 2012-13	Status	Actions & Timeline (what & when)	Person(s) Assigned
			instituting a forum within TaskStream.	
6. Assessment of unmet needs		Ongoing	This has been done in different ways. It needs to be a regular part of self-assessment activities. LATF should discuss next SLO survey & other opportunities for gathering data. The next SLO Survey won't happen sooner than Fall 13.	LATF & other?
7. Evaluation of Mesa's assessment resources and systems/mechanisms/structures, and provide recommendations in support of continuous improvement	9. Fine tuning of TaskStream a. Develop wish list b. Support an enhanced ability to retrieve data from TaskStream in a useful format 10. Evaluation of TaskStream	Various stages	Broad, comprehensive discussion of all systems, mechanisms, etc. has not occurred. Feedback needs to be captured when "closing the loop." TaskStream Evaluation is underway.	LATF TaskStream Task Force to do most of this. Office of IE is now evaluating portfolio assessment mechanisms.
8. Establish meaningful institution-level learning assessments (e.g., at the level of general education, and the institution as a whole)	4. Run an institution level ILO assessment report from TaskStream a. Evaluate results and make recommendations to PIE regarding future institution-level learning assessment 5. Review assessment models from other colleges, devise and implement assessment of ILOs, GE, etc.	Various stages	ILO Report from TaskStream completed in Fall 12 and evaluated in Spring 13. Report on results needs to occur in Spring 13. Other college's assessment models were reviewed in Fall 12. GE assessment to happen in Spring 13, <u>planning for this is a priority.</u> In addition to assessment instrument, we also need to	LATF Pam, Jill, and Bri will work together to bring a draft assessment to the group

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February 5, 2013

Goals	Objectives for 2012-13	Status	Actions & Timeline (what & when)	Person(s) Assigned
			explore a rubric, and a process for evaluating the results and making recommendations in a timely fashion (e.g., for inclusion in Midterm Report)	
9. Analyze findings of institution-level learning assessments and summary reports and recommend actions in support of continuous improvement		In progress	Breakout groups have done evaluations of mapped ILO assessments, summary report to be prepared for Spring 13	LATF
	8. Evaluate scope and longevity of Task Force, continuation into future vs. replacement by committee	Not started	Could be discussed at final Spring meeting as part of annual review and forward planning	LATF