



Outcomes Committee

Tuesday, September 18, 2018 2:30 pm., KDA, 107
APPROVED MINUTES

Members Present: Aimee Ortiz, John Frala, Scott Dixon, Scott Jaeggi, Mark Littrell, Julie Huang, Vann Priest, Cynthia Lewis, Lisette Acevedo, Rachel Garcia, Robin Babou, Cecilia Rocha, Adam Wetsman, Laura Ramirez, Alyson Cartagena (Chair and Recorder)

1. **Call to Order** –called the meeting to order at 2:30 p.m.
2. **Welcome and Introductions:** Introductions were given around the room including new members. Alyson explained that Mike Salazar and Mike Hinze will be co-serving as the KDA representative to the best of their ability due to class, practice, and game schedules permit. David Lindy will also be able to assist as needed.
3. **Call for a Committee Secretary.** A request was made for a Committee Secretary. As there were no volunteers, the responsibility will rotate for each meeting as outlined in the bylaws. *A member may volunteer to serve as Committee Secretary, and may be approved by unanimous consent of the Committee. In the absence of a volunteer the responsibility for recording minutes for each meeting shall rotate from meeting to meeting among the members.*
Alyson Cartagena volunteered to serve for this meeting.
4. **Progress Report:** Alyson shared that the mapping process has gained steam and believes we are well on our way. She does not foresee any issues with meeting the October 19 deadline for completion. She reported that weekly updates including an updated and easier to read excel spread sheet report which is now being sent weekly to all. Originally this report was only sent to deans and Committee members, but there was a demand for the information. These weekly reports also serve as a reminder to faculty so that we may achieve our mapping goals.
5. **TaskStream Training:** Alyson reported that the training sessions have been well attended and we must remember that even if a session has 6 people in it, those attendees typically are responsible for mapping multiple courses (5, 10, and even 20) so that the training is more far reaching effect. The session have been challenging at times as attendees are coming with various stages of familiarity with Taskstream, but most are completing work within the training session and are leaving with positive feedback. “This wasn’t as bad as I expected”, “It’s easier than I was making it.”, and “It’s less Greek to me.” Additional training sessions for divisions have also taken place for English and KDA.
Faculty are now receiving FLEX credit for the training sessions and there are three more before the October deadline.
6. **TaskStream Assistance:** Sarah Cote has been able to assist in the training sessions and has been tremendous in providing TaskStream guidance. She designed the “cheat sheet” we have been providing to faculty in the training sessions which was also emailed to all faculty on FLEX day. If Committee members run into other difficulties please reach out to Alyson acartagena@riohondo.edu or 949-279-2230 for support. Please email me her and let me know if there courses displaying on the “Mapping Progress” excel spreadsheets that are incorrect and/or need to be deleted. Scott Jaeggi expressed concern over his responsibility for faculty within his area that do not believe they are responsible for mapping and outcomes work. Dr. Ramirez said that she would speak to his dean, Mark, and provide any necessary support. Committee members stated that outcomes was a contractual obligation of the whole

campus. Alyson assured Scott that his responsibilities as a Committee member do not include policing faculty.

7. **TaskStream Access:** Alyson reported that there were a surprising amount of questions about where TaskStream could be access (Is it in Canvas? Is it in RoadRunner Connect?). To assist faculty, improvements were made and also communicated via email. Improved access includes two options from the Rio website and two from AccessRio.

Rio Hondo website Options:

From the Rio Hondo Website:

1. **Faculty** tab (on right), under **Academics** (Left tab) go to **Outcomes**, on **Outcomes Homepage** click the **Institutional Research and Planning page “here”**, Click on **“Streamlined” logo**
2. **Faculty** tab (on right), under **About RHC** (Right tab) go to **Institutional Research and Planning, on IRP Homepage** click the **Start Here Annual Planning logo**, Click on **“Streamlined” logo**

AccessRio Options:

From AccessRio:

3. **Faculty** tab, TaskStream Log In box, Click on **“Streamlined” logo**
 4. **Employee** tab, **Institutional Research and Planning box (scroll down on left)**, Click on **“Streamlined” logo**
8. **Outcomes Timeline:** A timeline for outcomes mapping and data entry was proposed and discussed. It includes
 - Fall: Weeks 1-8: Mapping (October 19 deadline)
 - Fall: Weeks 9-16: Initial roll out of data entry by Outcomes Committee and other interested parties
 - Spring FLEX Day: FLEX day kick-off and work on inputting data
 - Spring: Weeks 1-8: Attention to inputting data from 2017-2018
 - Spring: Weeks 9-16: Attention to inputting data from 2018-2019

It was decided that the first deadline (for inputting data from 2017-2018) should be the Friday before Spring Break (March 22, 2019) and the second deadline (for inputting data from 2018-2019) should be on the day that grades are due (May 31, 2019). Dr. Ramirez took a poll to see how many Committee members had shared this information to their respective divisions. She requested that a flyer be made to inform all faculty. Alyson agreed to create a flyer with the pertinent information.

The Committee decided that this should be a “soft” roll out due to questions about technical problems with the software and reporting concerns. Adam Wetsman addressed concerns about the reporting not being linked and that TaskStream is limiting.

Questions were raised about how to later “pull data”. How will the data be mapped to program plans and how are we going to use the data? There was discussion about having a mechanism for “good mapping” and a connection between pre-requisite and comparable courses being mapped similarly. Julie voiced concern that we should be able to connect and map prerequisite and comparable courses to better help students experience in class.

Cynthia seconded Adam’s concerns about the consistency of mapping course outcomes to ILOs.

Faculty teaching in the same subject area and/or the same courses should be encouraged to come to a general agreement on how to interpret the ILOs in relation to such. Inconsistencies will result in skewed data in the long run, so it is best to address this sooner rather than later.

Ensuring that reports could be made/run in TaskStream on which classes had been evaluated and by whom (which faculty had or had not completed) was deemed important. Vann also expressed that deans should be able to garner that information easily. Alyson will consult with members of IRP to see what improvements can be made to TaskStream reporting options.

Concerns about standardizing were also raised. Alyson shared that currently the formatting includes just a “Proficient” and “Not proficient”. Although the Committee could change the language, the template would be the same across campus. This recommendation was well

received by the Committee. Alyson recommended that Sarah Cote attend the next Outcomes meeting to share the current template and to brainstorm about improvements. The Committee agreed.

Dr. Ramirez Questioned the assessment process. A discussion ensued about the need for a timeline and ensuring that all work goes through the prescribed cycle. The Committee will revisit this area at the next meeting.

9. Governance Manual vs. Bylaws:

As reported on FLEX day, there is conflicting information in the bylaws and governance manual concerning the Committee. Copies of both were distributed and small groups were formed to discuss. This work by the Committee served as the first reading. Recommendations were made and highlighted and returned to Alyson. She will compile the notes and bring back to the next meeting for discussion.

10. Next Meeting: October 16

11. Adjournment: 3:21pm