Outcomes Committee

Tuesday, October 16, 2018, KDA 107

MINUTES

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

Guest: Sara Cote

1. **Call to Order:** 2:36pm
2. **Welcome and Introductions:**
3. **Progress Report:**
	* 91% of courses have been mapped report out of 1200
	* 12 training sessions were held this semester
	* Open lab this Friday, email & phone follow-up is available
	* First year seminar requested extension of 2 weeks
	* Website has streamlined the process to access TaskStream
	* Part-time users have been granted access to TaskStream
		+ ½ given access to date
	* All faculty members are responsible for entering outcomes
	* Examples have been provided. An email will go out with mapping status
	* Alyson thanked Sarah for her work in TaskStream
	* Next outcome meeting
		+ November 20. IRP Demo using same workspace as Outcomes
4. **Outcomes Data Entry**

Sarah Cote from IRP walked the committee through TaskStream and answered questions as she went through each section.

* + Section I
		- Measure type/method: Direct exam
		- Proficiency standard: 75% students will be able to observe and analyze all four parts of BESS (Body, effort, space & shape)
	+ Section II Findings
		- M. Littrell asked if we should standardize the way dates show (e.g Fall 2018 or F2018
		- Summary of findings
			* Number of students proficient
			* Number of students not proficient
			* Class proficiency status (Not met/ Met/ Exceeded)
		- There was a comment made regarding the size of the text boxes; they are misleading
			* Are there word limits?
			* Large boxes for small/brief responses
	+ Report
	+ Participating area/outcome for the class set/ outcome description (stuff altered by 10/19)
	+ Summary of findings linked with institutional outcomes
	+ Data can be downloaded by course, division
	+ Adam asked if courses have multiple sections – can you have a single measure for all the sections
		- You need to enter for each course/CRN
		- Order should be changed in written instructions; standardization is important
	+ Can a video be made for instructions/trainings?
	+ Can a measure title be swapped out?
		- Measure title can be a place to enter CRN instead of rephrasing
* Recommendations
	+ VP Ramirez asked if AA divisions should predetermine the proficiency standards rate. (i.e 75% of students)
	+ November 20 meeting in IRP with computers, Sarah will take recommendations
	+ Adam: Recommends to give more time, earlier, to play around with workspace
		- Committee should get access to play around with Outcomes Data Entry section
		- Provide more examples in directions/guide book
1. **By Laws**
	1. Alyson reviewed edits/ can changes impact accreditation?
		* Name update is needed for Math, Science, and Engineering division
		* Replace Dean of student learning & support to Dean of Library
	2. Motion passed to accept By Laws with the 2 updates/amendments listed above.
2. **Assessment Cycle** [alignments with curriculum revision, 5-year schedule]
	1. Possible recommendation to go to a 5-year cycle vs. annual reviews
	2. Have more data to review & track
		* Allows for ease for dept. with small faculty teams
		* Alyson requested pros. and cons. of making this change
		* J. Frala & A. Wetsman- support the change, how will this effect accreditation- check with ACCJC
	3. What does 5-year cycle look like?
		* Do you change outcomes?
		* VP Ramirez will need to flush this out more
		* Allows time to evaluate performance longer
	4. VP Ramirez requested a diagram of how course level, program, and institutional outcomes are all connected