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