



Outcomes Committee Meeting Minutes

Zoom Meeting | Feb. 15, 2022 | 2:30–3:30 p.m.

Attendance: Alyson Cartagena, Vann Priest, Bonnilee Kaufman, Jeronimo Ribaya, Ryan Bronkar, Robin Babou, John Frala, Aimee Ortiz, Richard Beckman, Cynthia Lewis, Mike Javanmard, Kevin Barman, Caroline Durdella, Eric Caesar, Mike Garabedian, Daniel Osman, Lisette Acevedo, Consuelo Gutierrez, Sarah Cote (guest), Isai Orozco (guest), Lydia Gonzalez (guest), and Doralí Pichardo-Díaz (guest)

Unable to attend: Bianca Urquidi, Sean Hughes, Julio Flores, and Don Miller (excused)

NB: Motions and action items italicized in RED.

I. Welcome	A. The meeting commenced at 2:30 p.m. B. Cartagena welcomed committee members and guests. <i>Action item: Cartagena will take the minutes for today's meeting.</i>
II. Minutes Approval	<i>A. It was moved (Ribaya) and seconded (Osman) that the minutes from November be approved.</i>
III. How should non-instructional outcomes measured?	A. In recent meetings, Cartagena posed questions, such as “What is the intent of outcomes?” and “What is the purpose of the close-the-loop process?” so that the committee is familiar with the answers and may easily respond to these types of questions in their respective divisions. She explained that in non-instructional classes that ACCJC is looking for “continuous quality improvements”. Cartagena explained that this idea of continuous improvements is similar to the goals in instructional courses as “continuous improvements in teaching and to ensure learning”. Garabedian shared that one of our current issues in non-instructional outcome assessment is that we do not have similar evaluations across programs. Javanmard requested clarity on what is a non-instructional program and Gutierrez recommended the use of student exit surveys as well as making adjustments in coordination with contract changes. <i>Action item: Continue to review outcomes concepts during meetings.</i> <i>Action item: Consider creating standardized rubrics, metrics, surveys, etc. for non-instructional programs for consistent (semester to semester and year to year) and standardized measurement to eliminate siloization.</i>
III. Outcomes website	A. Cartagena reported that the website is complete. Garabedian was able to quickly make the changes discussed in the November meeting and the Outcomes website pages were up and running before Thanksgiving. <i>Action item: Please share and show the website to your division.</i>

<p>IV. Guided Pathways: Updates</p>	<p>A. Gonzalez spoke about the continued progress. The committee has shifted focus to new students especially in developing their educational plans. However, there is some concern as the funding ends this year and there is uncertainty about how the college will support it.</p>
<p>V. Accreditation</p>	<p>A. The ACCJC visit is right around the corner. The team will be here, virtually, March 14-17. They are conducting two audits including a DE Audit where there will be a random sample only looking at “regular and effective contact” and an outcomes audit that will include a sampling of syllabi from Spring 2022 ensuring outcomes statements are included and that they match those in Taskstream.</p> <p>B. Durdella and the IRP team completed the ISER. Cartagena reviewed the outcomes relevant pages and made revisions and additions as needed.</p> <p>C. Cartagena provided Pichardo-Diaz with a list of outcomes items for faculty to review in support of the upcoming visit. This “cheat sheet” was distributed at FLEX day. (Attached).</p>
<p>VI. Institutional-Level Outcomes (ILOs):</p>	<p>A. Last year was the first time we measured the ILOs. It was revealed that not all of our courses are mapped to ILOs. Our goal was to work on the ILO mapping this spring, but we need to wait to see how the ACCJC visit goes and prioritize afterwards.</p>
<p>B. Program-Level Outcomes (PLOs):</p>	<p>A. Cartagena thanked Jay Ribaya, Vann Priest, and Consuelo Gutierrez who served with her on the Program Review committee in December. The rubric designed and implemented for last year’s process continues to provide solid feedback to those Programs undergoing review. Ribaya shared that the outcomes component with the rubric is a lot more detailed than the rest of the program review. However, he highly recommended serving on the program review committee to have a better understanding of the PR process and familiarity with outcomes.</p>
<p>VII. Course Level Outcomes (CLOs)</p>	<p>A. Cartagena shared the survey results with the committee and that she had met with the senate president and curriculum chair along with VP Miller before the holiday break and presented the results then. A robust discussion about a review process for course outcomes statements ensued. Lewis made a motion that “Outcome statements should be evaluated and approved by the Outcomes Committee before first reading in curriculum.” The motion passed unanimously. This recommendation would not only ensure that outcomes statement have been formally approved and written for every course but to also ensure the quality of those statements. This will require additional responsibilities for the Outcomes Committee to review and approve, but no additional work for the Curriculum Committee or its chair. Action item: The results will be shared with Senate, curriculum chair, and with Dr. Miller.</p> <p>B. Cartagena reported that she is still getting CTL forms due in October in February. She recommends considering a hard close date for CTLs. Action item: Discuss and establish a hard close date at the March meeting.</p>

	<p>C. Assessment Data (Measures and Findings): Data is not due for this academic year until June 30, however, the recommendation of the committee is for faculty to input fall data when they submit final grades. The open labs Cartagena facilitated during final exam week and the week final grades were due were well attended.</p> <p>Action item: Recommend to faculty to input their data for the Fall term if they have not already done so.</p>
IX. Adjournment	A. The meeting adjourned at 3:29 p.m.
X. Next meeting	A. The next meeting is March 15 at 2:30PM. We may need to adjust if there are needs from the ACCJC team who are scheduled for that week.

Submitted,
Cartagena, 2/20/2022