Learning Assessment Committee
Friday, August 22, 2008
1-2:30pm, T-750

Members Present:
Vina Cera, Cheli Fossum, Evelyn Lord, David Mitchell, Louis Quindlen

1. Meeting Dates: 2nd & 4th Fridays
   Aug. 22, Sept. 12, Sept. 26, Oct. 10, Oct. 24, Nov. 14, Dec. 12
   Since only 1 date in Nov., tentatively chose Tues., Nov. 25, and also, Oct. 31
(Curriculum Cte. will be meeting 1st & 3rd Fridays for 2 hrs, so 5th Fridays will not be used)

2. Discussion of Need for more Committee Members:
- we'll approach the new VP of Student Services, Don Moore, especially since we need more administration representation in this year of self study
- Jackie Graves will try to get another rep from the English Dept., but will remain on the cte. if she's unsuccessful in recruiting

3. Discussion of TaskStream possible adoption:
- TaskStream is a customizable database that comes with 2 different functions/parts
- the 1st function is designed for documenting assessment
      we could design our own online templates in lieu of our current forms
      it would be of great use in keeping track of all the plans, reports, etc
- the 2nd function would be used for faculty & students in:
      entering rubrics, scores
      students creating online portfolios
Rather expensive ($20K for Laney, $15K for other colleges, $10K discount) but cost depends on usage.
- Said to be easiest program to use out of the box & SLO coordinators of the District are for its purchase
Questions:
- How will we program assessment?
- How will we program tracking?
- Can it integrate its reporting with dept. web sites? - probably only a link to web sites
- Is there compatibility with Curricunet?

4. $ from the Dist. for our work:
Cheli reported that the Dist. allocated $42K to Laney for the 08/09 year - this was about 42% of the total for all the colleges. Apparently $27K was allocated for last summer, but that was all not spent. We're hoping and making an attempt to find out if the remainder will be available to us to add to the $42K.

We should submit a tentative budget for these funds and start spending them before they're reassigned.
We discussed uses for the funds:
- stipends for GE assessments
- report on how Laney transfer students to state colleges are doing in their English endeavors
- pay for new rubrics
- take a look at master list of what's been done and not
- pay participants who've completed assessment cycles
- find out who might be interested in being model/pilots, and train & pay for successful cycle completion
- training for new faculty and tenure review coordinators
- a workshop specifically for reporting on assessment/rubric results
- possibly target some depts who've not done much work, if any to date

In the large depts (Eng, ESL, Math), it was thought that there needs to be some kind of coordinator for working with all the various section faculty, especially part-timers. Someone is needed to spur the activity, evaluate & report the results. Either release time or a stipend should be available for the position, and as in the summer workshops, payment should only be made for results.

5. Assessment TimeLines:
- Re-send timelines, also to Deans
- Report at Deans' Meeting
- Report at Division Meetings
- Participation in Assessment/reporting is part of the Deans' evaluation

6. Suggestions for topics for future LAC Bulletins:
- an article on how far we've come from our first survey to now
        - how much we've progressed
        - keep it up
        - Count down or another TimeLine for what needs to be done for the self study report
- an article in the Tower, about what's going on with the SLOs, assessments, etc. being done by faculty and staff, so they can understand the new paradigm in teaching emphasis

Adjourned at 2:30pm. Next meeting will be in 3 weeks, Sept. 12