

# LAC Meeting Minutes

January 30, 2014

Present: Karolyn van Putten, Evelyn Lord, Chelsea Cohen, Cheli Fossum, David Mitchell

## 1. Meeting Minutes and Dates

- Meeting minutes from our last meeting on 12/10/14 were approved.
- Our meeting dates for the spring semester are as follows: January 30, February 6 (contest subcommittee only) & 27, March 13 & 27, April 10 & 24, May 8 & 22.

## 2. Workshops/Professional Development

- The flex day workshop on January 15 was very well attended; we had more people than we expected. Vina and Adrienne helped with taking notes during the panel discussion and audience participation portions of the session. Kathy took photos and helped with the presentation.
- We decided to have a TaskStream work session on Friday, March 6, 1:00-3:00 pm for instructors who need help entering assessment plans for spring semester.
- Do we need an Assessment & Rubrics Workshop this semester? We've given one the past couple of semesters. After several minutes of discussion, it was decided that no workshop was necessary this semester, mainly because this semester is supposed to be devoted to working on action plans: what we learned from assessments we did last semester and how we're going to make improvements.
- Maybe we could hold a workshop on action plans and possible actions to take in courses?
- What about assessing hybrid and on-line classes? We don't think this is happening at Laney. Foothill College is supposed to be a good resource with lots of information about assessing on-line classes.

## 3. Program Review Task Force Update

- Cheli and David met with the other task force members at the District on January 28. We are currently going over questions that departments will have to answer, adding and deleting some. We're making good progress on the new Program Review template, especially on the section about assessment.

## 4. Meeting with Lilia on 1/27/15

- Cheli and David met with Lilia on January 27 to follow up on the points we discussed with her in December.
- Lilia is going to hire someone to do clerical support for the Office of Instruction, including data entry of assessment reports. We've only received two word forms to enter into TaskStream so far.
- Cheli will work on a spreadsheet to show assessment progress for each department for Fall 2014 in mid-February. Evelyn suggested letting Department Chairs know in advance when the new progress reports will be published and the cut-off date for submitting their data. This is a great idea.

## 5. ILO #1 Assessment Update

- On flex day (January 15), we had a very good panel of instructors from various disciplines. ILO #1 assessed all forms of communication, but on this day, we just

- focused on writing because we had the most data for this aspect of communication, and we felt it was the most crucial to work on and improve.
- We showed graphs and pie charts of the results of the ILO #1 writing assessment using the four categories delineated on the writing rubric.
  - We asked the panel and then the audience to talk about the strengths and weaknesses they saw in their students' writing.
  - We collected recommendations for improving students' writing from the panel and from the audience. These recommendations are included in the ILO #1 Assessment Report that David wrote to be posted on the LAC website.
  - We are meeting with the flex day panel again on February 5 to talk about next steps and plans of action for improving Laney students' writing.

**6. ILO Student Awareness Contest**

- We have a sub-committee (Cheli, Chelsea, Heather, David) meeting to finalize contest rules, requirements and responsibilities on February 6.
- Chelsea wants pictures of the committee for the Facebook page. We also need to post the photo of last year's contest winner.
- A discussion of possible contest tasks for this semester's contest participants ensued. For example, we could give students the locations of the five ILO posters and have students choose the poster that speaks to them the most or that relates to what they're studying. Then they take a selfie next to that poster, post the photo on the LAC Facebook page and explain in the caption why this is your favorite ILO.
- For students who aren't on Facebook, we could set up a special Peralta email address where they could send their photos and we could post them to Facebook.
- Possible ways of selecting winners? How about the photo/caption that gets the most likes on Facebook? Students vote for/choose the winners, not us. How do we feel about that? Should we get students involved in picking the winner, or should we choose the ones with captions that are the most genuine, heartfelt, thoughtful? Or should we just choose randomly like we did last semester?
- In any case, we have to let students know beforehand how the winners will be chosen.
- We ought to make sure that the President and Brandi know about the LAC Facebook page.