

LAC Meeting Minutes

January 31, 2014

Present: Brad Balukjian, Tina Vasconcellos, Linda Berry, Heather Sisneros, Vina Cera, David Mitchell, Cheli Fossum, Karolyn van Putten, Ann McMurdo, Kathy Williamson, Mark Corbett Wilson (student guest)

1. Minutes from 11/22/13 and 12/13/13 were approved.

2. Meeting dates for the rest of spring semester were approved—Feb 28, Mar. 14 & 28, Apr. 11 & 25, May 9 & 23. The second Friday in February is a holiday (Feb. 14), and it was decided just to skip that meeting and not schedule it on a different day.

3. Stipends for Part-timers.

- Cheli is currently processing stipend payments for work done last semester. Only 24 people applied for stipends for assessment work done in fall, 2013—fewer than usual. Do we need to reach out to part-timers? Let them know about stipends earlier in the semester? Part-timers might have the perception that you don't get paid for assessment work, or that doing the work is not worth the time/effort to get the stipend. However, part-timers really have been paid in the past, but some don't know it due to delays in payment, or because stipends are not specifically noted on paychecks.
- Tina has been in regular contact with the PFT regarding stipends. The union says part-timers claim that they didn't know about the stipend form they have to fill out in order to get paid.
- PFT has also asked Tina if we would allow the union to post our stipend payment form on the PFT website. The LAC voted not to allow them to post the actual form on their website, but to allow them to post the link that would lead people to the form on the LAC website.
- Linda pointed out that many instructors (full and part-time) still believe that assessment is this tremendous burden rather than something they already do, but in reality, they just have to document what they do. ACCJC doesn't look that closely at our assessments—they want to see evidence of dialogue among colleagues and changes/improvements to courses and programs.

4. Workshops & Professional Development

- Nineteen people attended the flex day workshop on 1/16/14
- We've received notes from several departments that discussed SLO assessment at their department meetings on 1/17/14.
- The next meeting of the Book Discussion Group will be on 2/26/14. How can this group be expanded or morphed into an ongoing professional development

body? Would Appreciative Inquiry be relevant to this group as a professional development possibility? Questions open for consideration/discussion.

- The Faculty Senate is sponsoring a series of Brown Bag Discussions one Tuesday a month this semester to be based on Darla Cooper's six factors for student success. Cheli and David are meeting on 2/3/14 to discuss these Brown Bags. With regard to these Brown Bags, Karolyn commented, "We need to energize awareness of faculty's role in the Student Success & Support Program".
- Brad volunteered to create a draft of a student self-assessment survey that could be given in any course at Laney with questions such as: "How has your learning evolved as a result of this course?". Could this survey be used in conjunction with ILO #4 assessment? Tina notified us that there is a student survey launching in April for accreditation purposes.
- TaskStream work sessions decided upon for this semester: March 21, May 22 and May 28.

5. Meeting with President Webb, 1/14/14

- During Cheli and David's meeting with President Webb, she confided that she had had conversations with other administrators at CCCs on strategies for getting assessment work done. A couple of Dr. Webb's suggestions: putting a letter in the files of instructors who don't participate in assessment and holding deans accountable on their evaluations for their departments' participation in assessment. It was pointed out that we can't use SLO assessment as an evaluation tool for faculty, and the union would fight this. However, Cheli said that we're not using instructors' assessment results to evaluate their teaching, we're just noting if instructors are participating or not in assessment
- Per Dr. Webb's request, Cheli and David sent a list of departments that have very little or no assessment data in TaskStream over the past three semesters. Dr. Webb then forwarded this list to deans. A suggestion was made to make this list available to the Faculty Senate ASAP, so faculty know about this at the beginning of the semester.
- We need to get on the ball with program assessment—it's not being done. Ann will find out which programs give the most degrees and certificates and we'll start from there--probably Business and Social Science.

6. ILO Assessment/Student Awareness Campaign

- There will be a second lunch on Feb. 20 as a follow-up to the lunch we had in December. We want the instructors involved to bring their ideas on how they're going to assess ILO #4 and any questions they still have.
- Mark Wilson promoted the Peralta Ecology Festival, which has a direct relationship to ILO #4 assessment. He explained his idea that students could approach an instructor with an assignment based on the Ecology Festival or

sustainability and use that assignment as a substitute for another of the assignments in the course.

- ILO #4 poster was sent to Michael T. Moore at the District for printing, but the poster was in the wrong format, so it was sent back. Mick is changing the format, and will send it back to Michael in the correct format for printing.