

Learning Assessment Committee Meeting Minutes

10/10/14

Present: David Mitchell, Cheli Fossum, Kathy Williamson, Karolyn van Putten, Heather Sisneros, Ann McMurdo, Evelyn Lord. Guest: Adrienne Oliver

1. **Meeting minutes** from 9/26/14 were reviewed and approved.

2. **Workshops/Professional Development**

We had an Assessment Orientation in F-170 on 10/1/14. There were approximately 5-6 attendees.

We have a TaskStream work session scheduled for 10/17/14. Not many people signed up, so we think we have enough helpers for this session.

3. **Stipends for Part-timers**

The committee discussed the following proposal, and agreed that this was reasonable.

Proposal for what to pay for this academic year:

- Participate in assessment, collect data, submit/turn in data-- \$50
- Meet with colleagues to discuss assessment results (with meeting minutes)--\$50?
- Enter assessment plan, findings and action plan into Taskstream--\$50 per class
- Participate in assessing ILO #1 (a. complete rubric tally for course, b. submit 3 samples of student work with permission forms)--\$50

David mentioned that Jackie Graves brought up that the action plans would be what we're working on in Spring 2015 semester.

We decided on a due date of Feb 2, 2015. This will allow departments a couple of weeks to meet and decide on their action plans.

4. **District Assessment Coordinators Meeting**

There was a meeting on September 29 with Linda Sanford, other SLOACs, and VP Walton. Linda Sanford explained her charge: to work on accreditation,

program review, and planning documents. SLOACs were left wondering where our process fits in with Linda's Program Review Task Force. Our group of SLOACs and VPs were tasked with this last year, but it seems like it is being taken over. Luckily, David and Cheli and Evelyn are also on the new Task Force.

One possibility is to propose that there be a faculty co-chair (along with Linda as the chair) of the Program Review Task Force. (We will wait and see how it goes.)

Tim Karas and Tram Vo-Kumamoto (new VPIs at Alameda and BCC) were knowledgeable, and we're glad they will be part of the new committee.

Cheli met with Rebecca Bailey to discuss Rebecca's recommendations for program review. She suggested (and Cheli agrees) that the data should be pre-loaded on each department's template. Chairs should not have to hunt around for the data. She had some other suggestions that Cheli will bring forward to the task force.

There will be a meeting of this Task Force on Tuesday Oct 14.
The next district-wide meeting of SLOACs is on Monday Oct 20.

5. SLO/ILO Student Awareness Campaign

ILO banners are all in place now!
F170, Counseling floor in Tower, Library, Cafeteria, hallway near EOPS – A105.

Request for prizes:
David and Cheli received an e-mail from the President, saying that her office would support the contest.
We talked to Mai, and she's not sure where the money will come from and is planning to check with the President.

Suggestion from LAC:
Flea market money? Can that be used?
David talked to Carl Oliver, ASLC president. It doesn't sound like they have money to pay for this, so we decided not to pursue asking ASLC for the money. (Someone brought up that Carl has about 8 people who can work on publicity.)

David emphasized that we want to have the prizes in hand before we start this contest.

The committee reviewed Heather and Chelsea's flyer. We were very impressed! The committee made some suggestions for modifications and Heather will make the changes.

Heather also explained how to buy things like our prizes. She knows of a computer place out of San Jose where we can get quotes. If it's possible to use Flea Market money, we'll need to get the budget code.

When things are ordered, they have to go to the district office warehouse. Sometimes things get lost there. Sometimes things take forever to get delivered.

If you can have a company “invoice” you, we can get it in a week!
Heather agreed to get a price quote for us.

6. Department Chair’s meeting on Oct 9

David went through the ILO Assessment procedure with the department chairs: he mentioned the rubrics, permission form, timeline.

At the dept. chairs meeting, there was a lot of discussion about faculty evaluations and campus cleanliness. After David spoke about assessment and Vina spoke about curriculum, there wasn’t a lot of discussion.
Alicia (M/Lat) asked about stipends.

David was wondering why there wasn’t more discussion. Thoughts from committee:

It’s the same issue we’ve been dealing with all along: every year, we tell chairs that we’re going to have trouble with accreditation because of assessment. Maybe people are now accepting it, so we get fewer arguments and less push-back.

Maybe chairs are overwhelmed because of so much they have to do right now: faculty evaluations, curriculum updating, etc.

Heather noted that when she helps instructors, they can’t find their password.

Discussion on faculty evaluations:

We should change the forms for teacher evaluations to put assessment questions on the forms.

Karolyn reported that there was a revision to the forms that the union agreed to, so they are being changed. She thinks Joseph B. would know, so she’s going to ask him.

Also in the department chair’s meeting, David distributed page 8 of the ACCJC news, which shows what things colleges have been sanctioned for lately. 12 out of 16 were sanctioned for SLO implementation.

What was the reaction? Shock.

The committee discussed that we need to get more support from the administration. Maybe we could have another dean on this committee? Chuen would be good, because of his background in research.

We should stress to administration that we need them to engage. (Their lack of engagement is part of the problem.)

For example, why should we have to beg for money for prizes? Why is it so difficult to get?

7. **Reviewing work in TaskStream**

Reviewing session will happen today

Maybe we can check commitment forms and do some mapping

Next reviewing session will be on Nov. 14 at 2:30 pm immediately after the LAC meeting. Karolyn signed up to help review on that day.