

LAC Meeting Minutes

October 24, 2014

Present: Ann McMurdo, Karolyn van Putten, Kathy Williamson, David Mitchell, Cheli Fossum, Evelyn Lord, Vina Cera, Chelsea Cohen, Tina Vasconcellos

1. Meeting minutes

- Meeting minutes from our last meeting on 10/10/14 were approved.

2. Workshops/Professional Development

- We had a TaskStream work session on 10/17/14 and 12 people came. We saw both new and old faces there.
- TaskStream work sessions for the end of this semester:
 - Friday 12/12/14 from 1:00-3:00 pm (Kathy, David, Cheli, Ann can help)
 - Monday 12/15/14 from 10:00 – 2:00 pm in G-100. **We will have to check with Louis to reserve his lab and if lunch will be included.** (Cheli, David, Kathy (late), Karolyn, Ann can help)

3. Meeting with Lilia and Tina on 10/14/14

- Lilia seemed receptive to our request for more support from administrators for assessment work. We asked for a second dean to be on our committee as well, but have not heard back about that.
- Lilia asked for a list of departments that are having issues with assessment—departments that are not up-to-date. Cheli updated the spreadsheet that she created last semester by going through TaskStream and looking at who had submitted findings and action plans for the 2013-2014 year. We also counted commitment forms that we'd received this semester and added a column to the spreadsheet for those. This is the data that we'll include in our year-end ACCJC report. Biology doesn't keep track of their assessment on TaskStream and CTE may have assessments that we don't know about either. We don't have evidence from these areas that changes they claim to have made in their courses/curriculum were actually based on assessment results. Lilia sent the updated spreadsheet to deans, and we'll present it to department chairs at the next department chairs meeting.
- We asked Lilia about changing the questions regarding assessment on this year's unit plan. She mentioned Linda Sanford's task force, which is supposed to revise both the Unit Plan and the Program Review templates. It was suggested that there be a Curriculum Committee chair on the task force. Vina doesn't really want to be on the task force as she has too much to do already. Joseph Bielanski and Evelyn are on the task force, and they know a lot about curriculum issues, so that's probably fine. There's a meeting of the task force on Tuesday, 10/28 where we'll find out more about the timeline for these revisions. Tina said that we can change the Unit Plan questions at Laney this year—it doesn't have to be the whole district. Lilia has been sending Mike Orkin emails asking about the timing for the Unit Plans for this year, but has gotten no response.

- We discussed the hiring of a data-entry person to help with transferring MS Word assessment reports to TaskStream. This person could perform other tasks, such as helping with faculty evaluations. Tina wants to know what exactly the temp would be doing for 20 hours a week. What would be the duties?
 - We talked about revising the part-timer stipend form at our last meeting. Tina approved the form for this semester and sent it out to Laney FAS last week.
- 4. Department Chairs Meeting on 10/23/14**
- David attended the Department Chairs meeting and passed out and explained how to use the four different Communication rubrics that we'll be using in our assessment of ILO #1.
 - During the Chairs meeting, Karolyn asked if instructors could use different assignments to assess the same course. The answer is "yes", but obviously this is not ideal. We hope that assignments are at least similar among instructors teaching the same course, and that they would use the same rubric. We just hope that instructors assess something, period!
- 5. Student Awareness Campaign**
- All five ILO banners are hung and have been located.
 - We are still requesting prize money for the contest. Cheli and David feel stuck on this issue, and we're not sure what to do next. Dr. Webb agreed to support this at our meeting last May. Can we use the President's discretionary fund? Tina will see Dr. Webb shortly and will ask what the budget code for these prizes is and get it loaded as a line item. Tina will convey the urgency and intensity of our request. We are afraid to move forward without the prizes.
- 6. Student Success Conference, Chelsea**
- Chelsea attended the conference in Costa Mesa and was the room host for the technology strand. The overarching themes were how colleges and instructors can be more accessible to all students and how to integrate technology into teaching/the classroom.
 - Some of the technology for classroom use that was presented: interactive presentations, class sets of i-pads, a platform that matches employers with potential student interns, using social media in class, interactive on-line syllabi, e-folios where students make their own websites on Weebly to track all their course work and extra curricular activities throughout their college careers.
 - We asked Chelsea where funding for all this technology came from. And who trained students (and instructors) how to use all this technology? People thought that all this could be done through grants, which could also pay for tech tutors.
- 7. TaskStream Reviewing**
- During the last review session, 10/10/14, we got review work down to 6 pages.
 - The next session is on 11/14/14 after the LAC meeting. Evelyn might be able to join us then.