

# LAC Meeting Minutes

Oct 25, 2013

Present: Linda Berry, Vina Cera, Heather Sisneros, Cheli Fossum, Evelyn Lord, Ann McMurdo, David Mitchell, Mick Sherer, Karolyn van Putten, Edward Chavez

1. **Meeting minutes** from 10/11/13 were approved.
2. **Department Chairs meeting on 10/24/13**
  - Cheli and David attended. We distributed the ACCJC SLO rubric, with the “proficiency” level circled, and explained that we were supposed to be at proficiency level last year.
  - We also distributed a list that David made from information in TaskStream. This listed all of the departments that had no work done in TaskStream for the 2012-2013 year. It also included a list of all of the programs that had something entered for the past/ current 3-year assessment cycle. Several department chairs asked us individual questions afterward. Some said they would put things into TaskStream. We also passed around a sign up list so that departments could tell us their availability for meeting with us. Several departments signed up.
  - During the department chairs meeting, Tina brought up that we’ve been working on this for about 10 years now and we still can’t say we’re making progress. Cynthia Correia brought up some points – that for some instructors, it’s really hard to get them to do anything, and that if they don’t do it, we should fire them. She suggested using professional development days to get work done instead of listening to inspiring speakers. Since we have to be there anyway, it would be a good way to make time to work on it. Anna Beavers recommended that the LAC set deadlines for assessment work to be done and entered into TaskStream.

LAC discussion:

- Suggestion: could David and I call up all of the department chairs on the list and ask them how we can help? Would it take too much time? Answer: good idea. We have time.
- Someone brought up that the professional development days are all at the beginning of the semester now, so they’re not ideally timed for getting assessment work done. Could we have a professional day mid-semester, like we used to? We should try to get a movement going to change the schedule back to having 1 PD day mid-semester.
- PD is supposed to be more faculty-driven, but in recent years administration has been taking it over. The structure that we have in the district – that the bargaining agent has a role in professional development – politicizes PD. It is supposed to be an academic and professional matter, but the union is a political entity.
- Cynthia Mahabir would be a good person to talk to about this.
- PD committee has been dormant for a long time. There used to be no money, and now there is again. At this point, go to Tamika if we want to use some time on PD days for a workshop or event.

### 3. **Stipends for PT instructors**

- Update: we contacted Cynthia Mahabir about it, and she said she would look into it.
- There are 5 areas that are not supposed to count toward a PT instructor's load:
- curriculum development, staff development, program review, shared governance, grant writing. This is part of the Ed code 84782.5. A form needs to be signed that gives the details of the assignment.
- Amany should have a list of the ZZPTO areas that don't count as part of the load. Ask her.
- Tell Tina, Amany, Finance
- First: find this Ed code section. Then get Amany on board – get her to agree that these assignments are exempt. (Have Tina do this). Then, get Mike Orkin to agree that these are not part of the load. Then District Finance will make the determination.
- Recommendation from Karolyn: first, we should write something that articulates how assessment is related to program review and staff development. We should make it very clear for them. Certain areas of program review ask for assessment information. Quote the questions in program review and unit plans.

### 4. **ILO #4 assessment update**

- A few people came to the mapping workshop.
- Tamika (ethnic studies lead) contacted us for an appointment but we asked for a different time and haven't heard back.
- Suggestion: Ask CTE programs – some have sustainability as part of their outcomes. Possibilities: Media, ECT, EET, Carpentry, Cosmetology, Culinary, Biology
- To do: make another meeting with Tina
- ILOs were located in the Laney Catalog, but they are not listed in the index.

### 5. **ILOs or GEOs? Did we make the right choice? Discussion.**

- Other college used ILOs and not GE outcomes. The GE outcomes only covered students getting a degree, and we wanted to cover all students. All of our courses have SLOs. Look at the standard and what it says.
- Linda Berry will e-mail ACCJC and ask.
- "How are you doing it and how is it working for you? Is it giving you results that are useful?" This is what the ACCJC wants to know.
- Create a chart that shows how GEOs and ILOs relate. We switched from GEOs to ILOs. We had a lot of dialogue in the committee about why we did this – we can look that up in our meeting minutes. It might have been discussed in the annual report. Check that.
- ACCJC cares about that we're doing it and why we're doing it that way.
- Locate meeting minutes from last year.

### 6. **Student SLO/ILO Awareness Campaign**

- David made some bookmarks for students that had ILO #4 printed on it, along with a statement of context. Ann had them on the counseling table during Transfer Day, and some students took them. Ann has extras in her office.

#### Signs/Posters:

- Karolyn gave David the banners that were made of the ILOs for our workshop in January 2013. We looked at them in the meeting. We think these banners need some context, a heading, ILO number for each.
  - Where to post them? Student center? Cafeteria? Library? Tower Lobby? In the windows of the student center facing the quad?
  - Edward said they could put a sign or poster in the window of the ASLC office facing the outside of the building.
  - Banners that are up in the Tower already – did the president’s office select those? Could we replace with ILO banners?
  - Idea – put the ILOs on the TV display so that the ILOs scroll across the screen. There are screens in the Tower lobby and in the Student Center.
  - Posters could be made by “Fast Signs”.
  - On the posters, include context: why is this ILO important? Why do we need to know this?
  - If we have students getting “nuggets” everywhere. Like... “Knowledge is Power”...it will eventually sink in.
  - Suggestion: make BIG signs. Having big ones is important.
  - Some LAC members volunteered to come up with a context for each of the ILOs. (A couple of sentences).
  - Mick: Critical Thinking, Linda: Communication, Vina: CTE, Ann: Personal and Professional Development, Heather: Global Awareness.
  - Have a 11x14” laminated flyer posted inside of every classroom (of the ILOs)
  - The district office has copy services, and they can make color copies. General Services – Michael McNabb.
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- Edward told us that club rush was going to be in the first week in November: Nov 4 and 5 from 11 am – 1 pm. Do we want to have a table for assessment information? Do we want to make more bookmarks? We could talk to club tables.
  - Edward shared information about a workshop he went to recently at UC Berkeley (LEAD program), given by people from another college (USC). They gave out buttons: “We (heart) assessment”, “Assessment is Everything”. Edward brought them to our meeting for LAC members to keep. Edward said that this workshop had a good description of assessment for students. Something about systematic collection, review, and use of information (for improvement)?
  - Maybe we should put the Laney logo on something like this, use part of it, and hand it out to students.
  - Maybe have our message incorporated into freebies given out at orientations... like buttons, bookmarks

- Idea: get money from the President's office to give away an iPad. Students have to go around campus to different locations to find the ILOs, write them all down, turn in their entries and get entered into a drawing to win an iPad. The committee really liked this idea and we want to pursue it.

## 7. Workshops/Professional Development

a. Book group – we had the first meeting on Oct. 23, and those of us who were there (Cheli, David, Ann, Evelyn) loved it. It went really well. Someone suggested a discussion question: “Are your students engaged?” We had time to go around the table and have everyone share their thoughts about the question. It felt like it was going to end up being a teaching support group, where we could all be honest about our teaching or any issues we're having. The next meeting will be Nov. 13.

b. Rubrics workshop is scheduled for Oct 30, 3:00-4:30 pm, F170C.

c. LAC chose some dates for TaskStream workshops at the end of the semester:  
Thursday Dec. 12, 1-4 pm and  
Tuesday Dec. 17, 10am – 2 pm in Louis's computer lab (G-100).

We should request money to pay for food. (Last time, and the time before, Louis paid for everyone's lunch... about \$300 each time!) We learned last year the power of food in bringing people to meetings!

d. DVD lectures – we do want to show these, but we don't have time to pursue it right now. We will put it on hold for now and schedule some later.