

LAC Meeting Minutes

February 27, 2015

Present: Karolyn van Putten, Evelyn Lord, Chelsea Cohen, Adrienne Oliver, Vina Cera, Kathy Williamson, Chuen Chan, Cheli Fossum, David Mitchell

1. Meeting Minutes and Dates

- Meeting minutes from our last meeting on 1/30/15 were approved.

2. Workshops/Professional Development

- We have a TaskStream work session in F-170C next Friday, March 6. So far four people have RSVP'd. Kathy has volunteered to help out.
- An ILO #1 Action Task Force has been formed that includes many of the instructors who were on our panel of experts during our flex day event on January 15. The Task Force has met a couple of times to evaluate the list of suggestions participants made to improve student writing college-wide. The people who show up to these meetings can get things done. We are considering having summer and fall professional development institutes to cover how to develop and present writing assignments to students, how to design grading rubrics for writing assignments. Out of the institutes, we would create a website with materials and resources that would come out of all the work we do in the institutes. We would pay instructors to attend the institutes. One would be held early in the summer, the other would begin on a flex day in August and be held during regular meetings over the course of the fall semester—an ongoing community of practice. We could have this kind of institute every year as a response to the findings we get from an ILO assessment. David reported that Lisa Cook explained the idea for these institutes to VPI Celhay and President Webb, and they both responded positively.
- David wondered if we assessed an ILO every fall and advertised that this is the focus of our assessment as a campus, so assess SLOs mapped to this particular ILO, would this boost our assessment numbers overall?

3. Program Review Task Force Update

- There have been meetings on February 11 and February 25. Cheli says we're having a lot of input for the new PR questions, and thinks the questions are good. Evelyn, who is also on the Task Force, expressed her appreciation to Cheli for using her communication and diplomacy skills during the TF meetings to make her points and get changes incorporated into the new PR.

4. Department Chairs Meeting on February 26

- David announced the ILO selfies contest with the prizes for faculty and staff—five \$20 gift certificates to the Bistro.
- David also passed out the Assessment Progress Chart (2/23/15) that Cheli created for the fall 2014 semester to show what assessment work had been completed last semester.

5. ILO Student Awareness Contest

- We had a sub-committee (Cheli, Chelsea, Heather, David) meeting to finalize contest rules, requirements and responsibilities on February 6. Now we need a push to get the word out about the contest.

- We need to post and distribute flyers in the Welcome Center, Student Center, Admissions & Records, Writing Center, Tutoring Center, Tower Lobby. We need to get more posters stamped.
- There's a Woman's Herstory event in the quad on March 4 that we should attend and pass out flyers.

6. Math and English Department Meetings

- Math had a potluck lunch and meeting from 10:00 to 2:30 last week to talk about assessment results from fall 2014. A total of 16 math instructors attended and discussed changes Math should make in courses. According to the feedback that Kathy got from instructors, they loved the meeting and the discussions about assessment and want more of them! For new Math faculty, they discussed pacing of courses, the content of certain courses. Kathy is going to make a Math Department web page to post all the forms and data from their assessments and meetings.
- Adrienne reported that in the English Department meeting last week that Jackie and Chris, English Department Chairs, advocated for completing assessment work. Instructors who taught English 201 last semester shared their assessment results and action plan with the rest of the few faculty who were there. English hopes to get their assessment results from fall 2014 entered into Taskstream before the next department meeting.

7. Upcoming Accreditation Visit

- Complete access to Laney's Taskstream account has been given to the 12 members of our visiting team. They might see that as far as individual courses go, there hasn't been much work done over the years, so if we get in trouble for that, maybe we should be in trouble.