

# LAC Meeting Minutes

2/28/14

Present: Chelsea Cohen, Linda Berry, David Mitchell, Cheli Fossum, Ann McMurdo, Karolyn Van Putten, Evelyn Lord

## 1. Meeting minutes

- We had to postpone approval, since there weren't enough people present at the beginning of the meeting
- Before the end of the meeting, we reviewed and approved the meeting minutes.

## 2. Assessment/TaskStream status update

- David and Cheli have been updating TaskStream with correct courses. We got a list of active courses in CurricUNET, and we e-mailed department chairs asking if the list was correct.
- They responded, and we "hid" the obsolete courses and had TaskStream add the new courses. We don't want to include courses that are not being taught yet, since they are impossible to assess.
- The president wanted us to create a "barometer" or visual to indicate how we're doing and where we need to be.
- David and Cheli will be collecting the data, and Tina will be working on the graphic.
- We will be reporting results to the faculty senate on 3/4/14.

## 3. District Assessment Coordinators Meetings

- David and Cheli went to a demonstration of CurricUNET Meta at the district office on 2/10/14.
- There were a lot of people there. Many people seemed to want to switch to CurricUNET for assessment and program review. Mike Orkin said we can't afford to have both CurricUNET and TaskStream. Cheli got the feeling that trying to keep TaskStream is a lost cause!
- CurricUNET seems to be very customizable. The Meta version looks much better than the old version.
- Steve Thyberg of CurricUNET said that they could transfer the data from TaskStream to CurricUNET.
- The district SLO coordinators will be meeting virtually with Steve Thyberg of CurricUNET on 3/10/14. We will be able to ask him more specific questions about what CurricUNET is able to do.
- There were some e-mails exchanged that indicated that no schools are using CurricUNET Meta yet, and that CurricUNET keeps delaying the release of the Meta version.

- In one of the e-mails, Chaffey College sent us access information to see their assessment information in CurricUNET. They are using some other system for program review.
- Karolyn said that CurricUNET is being used by the state, and it's not going away. The question is, do we keep two systems or go to one system?

#### 4. **ILO #4 Assessment**

- The second ILO #4 lunch had a disappointing turnout. Not many people were there, and it was expensive!
- David and Cheli think we need to have follow-up meetings with participants to keep them on track and to make sure they follow through.
- Linda reported that in the English department meeting, they added something optional to the rubric for English 5 around ILO 4. Some instructors will assess ILO #4 in English 5.
- We want to open it up to all faculty – invite everyone to assess ILO #4. We should have them show David and Cheli their assignment, and we'll check to make sure it will work.
- Maybe we should say that ILO 4 assessments will be showcased at the end of the semester, Fall 2014 flex days, etc. (Maybe more people would want to participate!)
- We plan to create a portfolio of student work.
- Barbara Widhalm mentioned to Cheli that we will need permission from students to copy/show their work.
- We should create a release form. James from IMC has a permission form – we could ask to see what he has. (It's pink.)
- We should look into e-portfolios.
- Karolyn reports that a student (Mark Corbett Wilson) is looking into setting up e-portfolios in Google docs.
- We need to have the discussion/dialogue around ILO 4 assessment results in the Fall, on college flex day. ILO 4 should be discussed when nothing else is scheduled. It's very important for this discussion to happen, so it shouldn't have anything else competing.
- We'll work on a different ILO next year. Plan it in the Fall, assess it in the Spring.

#### 5. **Part-Timer Stipends**

- Tina said she was going to process PT stipends last Friday. Did she? We need to find out.
- David, Cheli, and Tina discussed and agreed to an extra stipend for assessing ILO#4: \$100 extra. (Plus what they would get already for assessing their course SLOs.)
- Discussion: should part-time instructors get paid to enter data for a FT instructor? That wasn't what these stipends were supposed to be for.
- Question brought up: what do we lose by paying them for this?
- The committee discussed this issue, and came to a consensus that yes, we should pay part-timers for entering info into TS for a FT person, because otherwise it's not likely to get done at all.
- Also, if we use up our money for stipends quickly, then maybe that will be justification for more money.
- Discussed stipend allocation from the district – Laney \$8000, other colleges \$5000. We're not getting our fair share. But—we should run the numbers according to the BAM and make sure we benefit before we demand we get paid according to BAM. (BAM: colleges should be paid proportionally.)
- We need to revise the stipend form and send it out soon!

## 6. **Workshops/Professional Development**

- TaskStream work sessions:
  - 3/28, 2-4 pm: Evelyn, maybe Chelsea
  - 5/22, 1-4 pm
  - 5/28, 10am-2 pm G100
- We need to announce the TS work session in March!
- Planning meeting for upcoming brown bag on “Engaged”
- Invite book club (Student Engagement) to planning meeting for “Engaged”
- There will be food at the session
- Assessment Chronicles – new issue was distributed to LAC members for them to pass out to people they know

## 7. **Student Awareness Campaign**

- Posters – find out – can we print on vinyl?
- Can we laminate the poster that Mick designed?

Possible poster locations:

- Computer lab (F170)
- Tower lobby
- Student center
- Theater lobby
- Counseling
- Financial aid
- The Forum
- The Quad
- Covered breezeways
- In-person orientation
- Post in odd places so they stand out.

Get permission to post from president's office or Tomoko?

Discussed tabling during welcome back week.

- Cheli or David sat at tables with candy and SLO/ILO handout.
- We asked students if they had ever heard of SLOs or ILOs, and explained what they were, and gave them candy. Most had not heard of SLOs or ILOs. Some showed us their syllabi and SLOs were on the syllabi.
- Recommendation (from Karolyn): we should periodically remind teachers to remind students what SLO they're working on for a particular assignment. Maybe even put it on the assignment.
- Discussion about scavenger hunt: The committee agreed that we should definitely do the scavenger hunt this semester and have a good prize, like an iPad.

## 8. **Miscellaneous topics**

- We need to ask Department chairs (again) for their notes from the assessment discussion during their department meeting at the beginning of the semester.
- Need to do program assessment and mapping.
- Ann reported the most popular AA degrees. We can start with these. Social Science, Business Administration, Language Arts, Science
- Popular certificates: Culinary, Cosmetology, Machine Tech, Welding or Wood Tech

- Evelyn reported on a conference she attended on General Education. The attendees included people from both the CSU and the community college systems. CSUs have a much more minimal approach to assessment.
- Model GE outcomes were presented, and these were close to our ILOs.
- There was a session on e-portfolios. One college partnered with a CSU. Some students created an e-portfolio, and the college accepted that instead of making the students take assessment tests. The portfolio demonstrated that they had the appropriate skills. There was only a small number of students doing the e-portfolios.
- It was purchased software
- Interesting – a different way of thinking about it.