

LAC Meeting Minutes

March 28, 2014

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

1. Meeting Minutes

- The committee reviewed the meeting minutes from 3/14/14. A correction was discussed, and the minutes were approved with the correction. (The reason the district wants to switch from TaskStream to CurricUNET is not only to save money, but also to integrate program review and assessment with curriculum.)
- Karolyn said that the district has already decided to keep TaskStream through the next academic year, so our resolution from our last meeting is not needed.
- The minutes will be modified.

2. ILO #4 Assessment

- David and Cheli are continuing to meet with instructors about ILO #4 assessment.
- David has met with Sociology, Political Science, Mexican/Latin American Studies, and Philosophy/Humanities instructors. David will meet with a Sociology instructor next week.
- Cheli has met with Psychology, Communications, and will be meeting with EcoArt instructors.

3. Workshops/Professional Development

- There was a meeting of the book discussion group on 3/26/14. It was a small group, and we had a good meeting. Even though none of us had done the reading or tried any new student engagement techniques, we had a great discussion on teaching strategies.
- Some of the instructors from the book discussion group will be sending a blurb to David for inclusion in the next issue of the Assessment Chronicles.

4. SLO/ILO Student Awareness Campaign

- Evelyn asked the President for one of us to have permission to purchase a roll of vinyl banner paper and get reimbursed for it.

- Cheli ordered a roll of this paper, and it arrived on 3/27/14. She took it to Michael T. Moore at the district today (3/28/14), so it is ready for us to use.
- David will check with Mick and see if we can get his designs to Michael T. Moore to get printed.
- Question: How will we attach the banners to walls? (Maybe ask Michael T. Moore? Can he put holes or grommets in the banners?)

We discussed locations for the banners again:

- Student center
- Welcome center
- Counseling
- F170
- Math lab/writing lab
- Tower lobby
- Financial aid
- Library
- We need to get approval from the VP of student services to put up the banners – or maybe student activities.
- Question: do we have to ask others to put them up, like custodians? Would we get in trouble for putting them up ourselves?

5. **Assessment/TaskStream Status Update**

- David and Cheli met with Tina last week (3/19/14) and one of the things we discussed was the meeting of administrators that had happened recently. They were discussing the Assessment status update that we created.
- Tina said that the talk was that we're not capturing all of the assessment that's really going on, and all of the discussions about teaching and improvement that are going on and not in TaskStream.
- (We think that there isn't that much going assessment and discussion going on. We believe that there are some things that exist and are not in TaskStream yet, but not much.)
- She said the meeting participants were talking about changing our approach to assessment, and maybe use Cabrillo's model, which was fine with the ACCJC. Apparently VPI Jackson was going to take this on and talk to us.
- David and Cheli had a meeting with VP Jackson on 3/26/14.
- We let him know that we hadn't received the ACCJC annual report template yet, and he said he would ask about it and get it.

- We also told him about the group of SLOACs and VPs that was supposed to get together to revise the APU template for next year. There have been NO meetings yet. VP Jackson said he would remind Dr. Bugg (who was supposed to call the meeting) about it at an upcoming meeting.
- We also talked to him about the report that we wanted to present at the Department Chair's meeting. He recommended that we send it out to department chairs again before the meeting. (We forgot to include a subject line last time.)
- We talked to VP Jackson about assessment and what we're doing. David even asked him directly if he thought we needed to change our approach.
- He was supportive, and did NOT say we needed to change our approach. He wants to help us, and said that he thinks the best thing to do is apply constant, steady pressure, and keep reminding people. He also said that shaming can work. We told him that deans have never really put any pressure on departments around assessment. He said that deans work too hard and don't get paid much and that he thinks that faculty would respond better to us (faculty) than to deans requesting that they work on assessment.
- Conclusion: we are getting mixed messages from the administration.
- If they think another approach would be better, they should tell us.
- David and Cheli went to the department chair's meeting on 3/27/14. We passed around the assessment progress report and a copy of Karolyn's e-mail that she wrote to her department. It was a great e-mail and it inspired a flurry of assessment activity in her cluster. We thought that department chairs would get good results by using parts of Karolyn's letter and adapting it for their departments.
- Kathy brought up a complaint that someone had about the department chair's meeting – that they were embarrassed by the report, and that the number of courses was incorrect.
- But David and I wrote to every department chair beforehand, and they responded, giving them a list of active courses and asking them if it was correct.

TO DO:

- We should send an e-mail to department chairs, following up with them. We should ask them if their number of active courses is accurate, because we don't want to include courses that are not being taught and are therefore impossible to assess. We said this at the department chair's meeting, but we should follow up with an e-mail.