

Learning Assessment Committee Meeting Minutes

April 24, 2015

Present: Adrienne Oliver, Chuen Chan, Karolyn van Putten, Kathy Williamson, David Mitchell, Cheli Fossum

1. **Minutes** from April 10, 2015 were approved.
2. **TaskStream work sessions.** The first session is Friday, May 22 from 1:00 to 3:00. We've decided on the second one—Tuesday, May 26 from 10:00 to 2:00 and Kathy and Karolyn will help out. Louis has offered to pay for lunch again.
3. **Update on ILO #1 Writing Institute.** At this point, the ILO #1 Task Force is planning what is happening each day of the institute, June 1 – 5. We're having a long, 3-hour planning day on Tuesday, April 28 to hammer out the rest of the schedule for the workshops. We hope all facilitators will be there. David sent out an email this week to notify Department Chairs of the institute and then an FAS email later, and we've gotten five responses from faculty so far. We attached a short questionnaire about the writing assignments instructors give because we want to tailor the sessions to the specific problems instructors see in their students' writing. We also want instructors who are willing to share what they learned in the institute with colleagues in their departments.
4. **ILO Awareness/Selfie Contest.** The drawing for all the winners was completed this morning (4/24), and we're notifying them through Facebook. We also drew faculty and staff names for the Bistro gift certificates. We plan to take photos of the winners of the main prizes (i-pad and bookstore gift certificates) and post them on the Facebook page. Our purpose of the contest was to make more faculty, staff and students aware of our ILOs, and we did that for the 69 people who entered the contest. To get more student involved next time, we need to remember to go to the cafeteria several times to get people to enter. We got lots of entries on the days when Chelsea (and some others) were at the cafeteria giving out free brownies or food for entries.

Winners of Bistro gift certificates for faculty / staff: Lily Leung, Suzan Tiemroth-Zavala, Janell Hampton, Jennifer Iljas, Jackie Graves. Jackie Graves won for the best caption.

Student winners:

- iPad - Daniel Lopez
- Bookstore gift card: Rhiannon Fitzsimmons, Aaron Littlemoon (most creative), Gana Gana (most likes).
- 32 GB flash drives: Latasha Valrey, Paul Morgante, William Zhou, Ania Mays, Tiffany Chanel.

5. **Program Learning Outcomes.** In meetings with Lilia, Chuen and Phoumy on 4/14 and the Institutional Effectiveness Committee on 4/16, we discussed filling holes in programs and updating curriculum. Older programs don't have PLOs . Cheli compiled a list of components

programs are missing in Curricunet. We need to get departments up to date with both curriculum and assessment, and we need to link the two. In the IE meeting, we suggested not just slapping together a few PLOs, but taking the long view and updating the programs and curriculum as well. The IE committee discussed/recommended giving some release time for Curriculum Committee (and Assessment Committee?) members to help people who don't know how to use Curricunet and TaskStream. At the next IE meeting, we'll talk about a plan: deans need to talk to departments to create a plan and timeline and meet regularly to make sure the plan to get their curriculum and assessment work done is being implemented.

The discussion then turned to Program Review and the task force that is updating the Program Review template. Laney College can have TaskStream create a template in TaskStream for Program Review for no extra charge. Diana Bajrami at College of Alameda has already developed a template for Program Review. Faculty have the power to get Peralta to use TaskStream for Program Review per Karolyn.

6. Next LAC Meeting. Our next regularly scheduled meeting is on Friday, May 8. We had scheduled a meeting on May 22, but that's the afternoon we're doing our TaskStream work session. It was decided that an alternate meeting time during finals week would be Thursday, May 21 from 2:00 to 3:30. However, on May 8 we'll decide if we need to meet at all during finals week.

7. ILO for Next Year. We decided that the ILO we should assess next year is the one that involves critical thinking and problem solving—ILO #2. We need to roll it out on a flex day in August, discuss the results in January and work on an action plan in Spring, 2016, similar to what we did this year with ILO #1. We could develop various rubrics for different kinds of critical thinking. We could even have a theme or two for the ILO assessment: the environment and sustainability.

During the August flex day, we could have a working lunch and brainstorm themes and ideas for ILO projects and assignments, pass out sample rubrics. But this seems like a lot to do in an hour. We should talk to Kathleen Pappert of the Professional Development Committee about this.

8. New Assessment Coordinators. David doesn't want to be Assessment Co-coordinator next year as being both Coordinator and Department Chair is too much. Cheli is on the fence about whether she wants to continue as Coordinator. Kathy says that Heather might be interested in being Co-chair. Cheli (and David) would help with the transition to new coordinator(s), and the release time doesn't have to be split 50/50, it could be split any way the two coordinators decide. The announcement has to go out to faculty soon that this position is open.