

# LAC Meeting Minutes

April 25, 2014

Present: Kathy Williamson & Lenora, Ann McMurdo, Evelyn Lord, Heather Sisneros, Cheli Fossum, David Mitchell, Karolyn van Putten, Chelsea Cohen, Vina Cera

## 1. Meeting Minutes

- Approved for 3/28/14

## 2. Workshops/Professional Development

- There were approximately 12-13 people at the Taskstream workshop on 3/28/14. There were a mixture of new people and people who had been to other workshops.
- Heather and Vina have volunteered to help out at both end-of-semester Taskstream workshops on May 22 and May 28.

## 3. SLO/ILO Student Awareness Campaign

- ILO banners are printed and in Cheli's office. Now we have to figure out how to hang them. We'll email Michael T. Moore to see if he has advice on how to hang them. We've decided to put them in the Counseling area on the 3<sup>rd</sup> floor of the Tower, F-170 lobby, Welcome Center, Library and Student Center.
- Since there are now posters with all five ILOs everywhere on campus, the student ILO scavenger hunt seems ridiculous. Other contest ideas include: 1) Students must ask their instructors which ILO pertains most to the courses they're taking and submit instructors' answers for a drawing. 2) Copy down slogans on banners that introduce each ILO and turn those in. 3) Students take a selfie in front of each banner and submit photos electronically or post them on the ASLC Facebook wall—A Better Laney. We could also start our own LAC Facebook page.
- We decided to have the contest at the beginning of Fall, 2014 semester as there are only a few weeks left in this semester, and we want the contest to last a while so students become aware of the ILOs. BUT we have to do all the planning now (hang posters, create contest rules, advertising and forms, secure prize(s), etc.)

## 4. Assessment Coordinators Meeting

- SLO-net, a new organization of Assessment Coordinators around California is meeting in Southern California today, and Merritt is hosting the Northern California meeting on May 9. Karolyn will attend and Vina, Cheli and David will facilitate.
- Because of the SLO-net meeting, our regularly scheduled LAC meeting has been postponed to Wednesday, May 21 at 10:00 in the F-170 conference room. This will be our final meeting of the semester.

## 5. ACCJC Annual Report

- At our last meeting, we found out about the annual report, which changed significantly from last year's. Fifteen questions pertained to learning assessment.

- Cheli and David met with Tina to help us with the responses. Cheli also met with interim VPI Jackson twice to give him more information on how we came up with the figures in the report. The president wants him to check our statistics for the number of courses (202/809), programs (4/110) and student learning support activities (5/14) that have been assessed. Mr. Jackson says these numbers don't look good for our accreditation visit next year. Cheli and David also had a hard time finding assessment success stories to recount in the narrative portions of the ACCJC report.
- We need to include questions in the program review and unit plan templates that ask about assessment and its impact on courses, programs, curriculum, etc.
- If Taskstream is the issue, we should push harder to get a data entry person to enter hand-written assessment reports in Taskstream. This would take Taskstream out of the assessment equation and silence the Taskstream critics.
- It was also suggested that people who volunteer to do the TS data entry for their departments get release time.

#### **6. Ways of Changing the Focus of Assessment**

- Have a year-long, solution-oriented focus on problems with courses, programs, curriculum, teaching, etc. and how to solve them. Cheli gave an example of how this could work in the Chemistry department.
- We need a special day/time set aside for dialog—assessment dialog days. In addition to our regular flex days?
- There was a suggestion at the District Ed Committee meeting to include whether assessment is being done or not in faculty evaluations.
- Cheli and David will come up with questions about assessment to be included in the program review template before the next DEC meeting on May 9.

#### **7. Miscellaneous**

- We should invite President Webb to attend our next LAC meeting.
- At the next Faculty Senate meeting, Evelyn is getting recommendations/feedback on what should be included on syllabi. We might try putting a syllabus guide link on the Laney website. There was discussion of what should/shouldn't and what can/can't be included on a syllabus.
- The syllabus review process should go along with the curriculum review process. Department Chairs and Deans should have a syllabus review checklist, and there should be a process to give feedback to instructors about their syllabi.