

**Learning Assessment Committee (LAC) Meeting Minutes**  
**Friday, September 27, 2013**  
**1:00 to 2:30 pm**  
*Tech Center (F-170) Conference Room*

Present: Linda Berry, Vina Cera, Heather Cisneros, Cheli Fossum, Ann McMurdo, David Mitchell, Mick Sherer, Karolyn van Putten.

**1. Approval of meeting minutes from 9/13/13**

Minutes were approved.

**2. ACCJC “Institutional Internal Quality Assurance and SLO Assessment” Workshop on 9/20/13**

- a. “The Basics of SLO Assessment” by ACCJC Vice Presidents
- b. Guest expert, David Marshall from CSU San Bernardino
- c. Model SLO assessment, College of Marin
- d. Small group sharing with other California Community Colleges

- It was an all day workshop at Solano College. The ACCJC people gave a presentation and discussed the proficiency level of SLO assessment implementation.
- Guest expert David Marshall gave an engaging presentation on assessment, and he emphasized that assessment should be about the students, not about accreditation.
- College of Marin panel discussed how they’re doing assessment across the college. They were put forth as a model for how to do assessment.
- After their presentation, David asked someone from the College of Marin about how it’s going at their college, and she admitted that even they don’t have every department and every professor on board.
- In the small group sharing with other CA community colleges, we learned that everyone feels behind, so we’re in the same boat as lots of other schools.
- Carole Bogue got an idea at this workshop to incorporate assessment reports into all department chair meetings, which are held on the last Thursday of the month.

**Highlights of the workshop**

- Don’t make students guess about what they’re supposed to be learning (the SLOs).
- At every department meeting, have someone report on assessment results.
- Think of assessment as a research project
- Administration’s role is to make time and space for dialogue to occur.
- Allocate resources based on assessment.

LAC members requested copies of the workshop handouts – Linda recommended we ask Jack Pond or Christa Johns from the ACCJC for electronic copies to share.  
If we can’t do this, we can scan them and send them to people.

Inger Stark was also there, and she told us something she learned from Frank Chong... there are some people who will never be on board, but just go ahead without them and leave them behind. (Pick and choose your battles.)

We should try to get the people who are on the edge and get them on our side.  
Send courtesy e-mails to everyone anyway, even though we know not everyone will participate.  
One person at the workshop said that “shaming” works too... not exactly shaming, but reporting which departments are participating and which are not.

Idea: if there are 3 strong departments, have them mentor other departments.

(Maybe on how to organize the assessment effort).

Discussion on – how is that different from the “handholding” effort by David and Kathy (last year)

It helps to have follow-up with people – call them and ask.

Idea: develop a “gift assignment” in which the lead teacher creates an assignment which is specifically tailored for an SLO. Other instructors can use the assignment, which makes it easier for them. The grade on the assignment gives you the assessment score. Make it flexible enough to be used by any teacher in different classes. Maybe have that assignment take one hour, so it’s easy to fit in to the class.

### **3. Future Workshops/Professional Development**

a. Book Discussion Group update?

b. DVD lectures on assessment/education update?

- Book discussion group: we’re waiting for the books to get here and be ready, and then we’ll proceed.
- We will look at DVDs soon.
- Faculty Senate/LAC brown bag scheduled for Tuesday 10/8 from 12-1 pm in T850.  
Topic: Using Feedback from Students to Improve Learning and Teaching
- Asked LAC members to distribute more copies of the Chronicles.
- Idea: highlights from David Marshall’s presentation would be a good topic for the Chronicles.

### **4. Assessing Institutional Learning Outcome #4**

a. Outcome of meeting with Tina

b. Should we have a campus-wide ILO contest--No?

Question: what’s going on in student services assessment?

We’ll need to ask Tina and Mildred.

Maybe there wasn’t much buy-in before – maybe it seemed like a “compliance thing.”

Do student services people (classified) do it as part of their job or is it extra?

Maybe talk to James Blake (president of classified senate) – he’s strong and has influence.

Discussed categories for PT stipends. They can be paid \$50 for each of these:

1. developing a rubric or assessment tool
2. participating in the assessment with their class and collecting information
3. meeting with colleagues to discuss results and action plan
4. entering the information into TaskStream

ILOs: we got a list of courses that have SLOs mapped to ILO 4.

Next step: contact those departments

Idea: Mapping of this ILO means that it touches x # departments and x # degrees.

Create common assignments, rubrics

Political science: essay test  
Geography: project

Next step – meet again with Tina about ILOs  
Have people put the ILO on the syllabus next semester? (If it maps to their class.)

### **5. Getting the ASLC Involved in Assessment**

- a. Meeting with Carl Oliver, ASLC President, on 9/17/13
- b. Meeting with the ASLC on 10/3/13 about the “Don’t Make me Guess” campaign

Carl Oliver came in to the LAC meeting at this point, and we discussed points from our meeting with him on 9/17/13.

Carl mentioned that there was going to be a student volunteer program starting soon, and he could put us in contact with some student volunteers.

Good way to communicate with students: facebook, twitter, instagram... if we could get them to follow us.

Posters might not be the best way to get information to students.

Carl thinks the best way is stopping them and talking to them.

He mentioned that students pay attention to what happens in their classes, what the teachers have them focus on, and things that affect their grades. The best way to get students aware of things is to have their teachers tell them.

Idea: Halloween is on a Thursday this year – maybe we could go around dressed up with candy and ask students – “do you know your SLOs”?

Have an information campaign

There will be lots of activities planned around Halloween.

Other things from the meeting with Carl: the Laney website has lots of stuff that’s out of date.

Who takes care of the Laney website? The president’s office. We don’t have a webmaster.

We need one. Maybe we should assess the website and link that to funding for a webmaster.

Aside: in the DEC and PBC meetings at the district, there was discussion of including assessment results in planning and budgeting, program review. The effort is proceeding and there is some resistance.

Louis Quindlen argues that the unit plan template should be changed to include assessment.

Comment: the college can include extra stuff that’s not on the district-wide form.

We could start with the document that everyone is using and add things to it.

Question: “What would it look like?”

Faculty should/could map assignments to each SLO to show how they relate.