**LAC Meeting Minutes**

March 13, 2015

Present: Chelsea Cohen, Adrienne Oliver, Vina Cera, Kathy Williamson, Ann McMurdo, Cheli Fossum, David Mitchell

1. **Meeting Minutes**

* Meeting minutes from our last meeting on 2/27/15 were approved.

2. **Workshops/Professional Development**

* We had a TaskStream work session in F-170C last Friday, March 6. Only six people came. Cheli and David were there to help.
* We decided to have two more TaskStream work sessions at the end of the semester. The first one will be on Friday, May 22 from 1:00 to 3:00 in F-170. Chelsea, Vina and Kathy have volunteered to help. The second one will be on either Tuesday, May 26 or Wednesday, May 27. We’ll decide on one of those days after we know if Karolyn and Evelyn are available on those days.
* An ILO #1 Action Task Force has been formed that includes many of the instructors who were on our panel of experts during our flex day event on January 15. We’ve met several times and decided that ongoing professional development for faculty around teaching and assigning writing would be very helpful to many faculty. We’re planning to have two institutes, the first from June 1 to June 5, 2015, and the second will begin in the fall semester. The first meeting of the Fall institute will be during a flex day, and additional meetings would be spread out over the course of the semester. Laney English and ESL faculty would be teaching/facilitating the institute sessions. We’re hoping these institutes evolve into a community of practice—ongoing thinking about, talking about and planning for writing across the curriculum. Summer would be a pilot for these institutes. We would get feedback from the summer participants and customize the sessions. Lilia and Elnora were excited to hear about our plans for these institutes. We would also build a separate website or coordinate with a new James Oliver Writing Center website to post all of the ideas and materials that come out of these institutes so all Laney faculty have access to them.

**3. ILO Student Awareness Contest**

* The contest ends next Wednesday, March 18, so we should extend it. The longer we keep the contest open, the more students will know about it. New deadline: April 24. Cheli now suggests April 23, so that we can look at the entries on Friday April 24.
* We only have about 15 entries so far. Suggestions to get more entries: 1) During lunchtime next week, we should give out candy in the quad, take photos next to a poster we bring to the quad. Adrienne and Chelsea are willing to do this. 2) We could get students to post movies on Facebook with oral captions rather than written ones.
* People who entered by March 18 should get two entries in the random drawing to double their chances of winning because they entered on time.

**4. Stipends for Assessment Work**

* Last semester we paid stipends to part-timers for participating in assessment, meeting with others to discuss results, entering data into TaskStream, and participating in ILO #1 assessment.
* This semester, we should still pay for completing action plans from last semester—the 2014-2015 academic year. We should also pay for writing Status Reports because that shows that there has been follow-up on a previous action plan and it closes the assessment loop. The status report should be thoughtful and substantial. It should ask people to describe what changes they made (and ask for evidence), and whether those changes led to improvement (including evidence).

**5. Accreditation Visit**

* Most of us who attended the Learning Assessment Committee meeting felt it was intense. The visitors asked us a lot of pointed questions to try and verify what was in the self study and the last ACCJC Annual Report.
* We were surprised to hear that on our last ACCJC Annual Report, Laney reported that 99.9% of our programs have PLOs. The commission couldn’t find all of them in TaskStream or Curricunet. Where did this figure come from? In the future, we need to post our statistics/answers to the ACCJC report in a document on our website so we can verify exactly what our committee reported and forwarded to the VPI and President.
* We should add LAC successes on our website to showcase all the great things we accomplish, like the Facebook contest. Would this be in addition to articles in “The Assessment Chronicles”?
* We should also feature interesting and successful assessment and improvement efforts on our website.
* During the closing accreditation event in the forum on March 12, the recommendations made by the visiting team with regard to assessment were:

- Identify and visibly publish PLOs

- Ensure alignment of SLOs on syllabi with official SLOs on course outlines

- Assess courses and programs on a regular basis

- Visibly publish the results of PLO assessments

- Improve courses based on assessment results

- Evaluate effectiveness of improvements and changes we make based on assessment

* We could/should publicize PLOs in the College Catalog and in the syllabi for relevant courses. Departments should also publish PLOs on departmental websites.

**6. ACCJC Annual Report**

* The next report is due at the end of March.
* We need to decide what constitutes “ongoing assessment”.
* How do we answer the questions about GE outcomes, since we ditched those in favor of ILOs?
* We need to get a person and/or a dean from Student Services to be on our committee.