**MINUTES**

Learning Assessment Committee Meeting

Friday, September 23, 2011

1:00 – 2:30 pm, F170-C

Members present: Karolyn van Putten, Evelyn Lord, Cheli Fossum, David Mitchell, Kathy Williamson

Members absent: Eileen White, Newin Orante, Tina Vasconcellos, Mildred Lewis, Ann McMurdo, David Mullen, Marco Menendez

1. Approval of minutes, Sept. 9, 2011
* Approval of minutes postponed due to lack of quorum

Membership

* Committee discussed missing members. Need to confirm membership for 2011-12.
1. Review of TaskStream Reports
* At a glance report: Valuable over view of status of discipline assessment activity recorded in TaskStream

3a) Assessment Hours Hiatus: Replaced by Assessment Week (i.e. Work Sessions)

* We will discontinue and focus on assessment week hands-on TaskStream activities.
* Training can be incorporated into work sessions
* November training will include focus on assessment in TaskStream (incl. rubric function)

Linking Resource Distribution to Input of Outcomes/Assessment Work in Taskstream

* The college has been informed that discretionary resources will be held until departments complete assessment work in TaskStream. Discussion on need for faculty hiring link to completion of assessment work.

4. Reviewers Work Assignments

* Reviewers will meet after meetings to finish review of assessment queues.
* Reviewers will not review their own disciplines.
* Reviewers include: Karolyn van Putten, Cheli Fossum, David Mitchell, Kathy Williamson and Vina Cera.
* Review team commitment extends through 2011-2012 school year.

2011-12 Meeting Schedule (All Meetings in F-170)

September 9, 2011

1:00-2:30

September 23, 2011

1:00-2:30

October 14, 2011

1:00-2:30

2:30- (Reviewing only)

October 28, 2011

1:00-2:30

2:30- (Reviewing only)

November 18 , 2011

1:00-2:30 (Reviewing only)

December 9, 2011

1:00-2:30

2:30 (Reviewing Only)

January 27, 2012

1:00-2:30

2:30 (Reviewing Only)

February 10, 2012

1:00-2:30

2:30 (Reviewing Only)

February 24, 2012

1:00-2:30

2:30 (Reviewing Only)

March 9, 2012

1:00-2:30

2:30 (Reviewing Only)

March 23, 2012

1:00-2:30

2:30 (Reviewing Only)

April 13, 2012

1:00-2:30

2:30 (Reviewing Only)

April 27, 2012

1:00-2:30

2:30 (Reviewing Only)

May 11, 2012

1:00-2:30

2:30 (Reviewing Only)

Assessment Funds

* No funds currently available. Karolyn is working with VC Budd to get her support for funds

Homework for Next Meeting

* Re-read College Assessment Plan.

Karolyn will email this to committee members.

Meeting adjourned shortly after 2:30.

**Reminder**

**HOMEWORK FOR NEXT MEETING:**

**Re-read College Assessment Plan**