

Learning Assessment Committee Meeting
Friday, 1-15-13, 2013
10am in L104 Learning Lab

Present: Vina Cera, Cheli Fossum, Evelyn Lord, David Mitchell, Karolyn van Putten, Kathy Williamson , Ann McMurdo

1) Will review minutes of last meeting at next session

2) Finalize planning for Flex Day activities:

- **starting at noon instead of 11**
- 12-3 = new time slot
- get lunch & pick 1st table
- if 1st choice full, encourage to go wherever there's a space,
- some of us will be there earlier to help w/setup
- Stephanie Dalton is go-to person: Karolyn will check w/Mildred: when food delivered? someone from President's office for staff support - doors will be opened - 464-3235, 415-503-8207 (Dalton)
- called Mildred for answers - left message
- people will pic up food and go to 1st table
- NO video- too complicated. photos of stations instead - adequate for documentation
- station banners not made at IMC, must be done outside, also need stickies (large)
- Karolyn will put up the \$ for later reimbursement
- she will also make up handouts for ILO info and notes
 - have a signup sheet at ea table for scheduling mapping/or any session
 - not necessary to commit for a time, but just indicate if want help w/TaskStream
 - signup sheet at door, with box to indicate help wanted
 - small post-its for sharing, & flip chart for facilitator

Thurs: make sure to mention Fri workshop - signup?

- CTE - VC
 - personal dev't - Ann
 - communication-David
 - problem solving - Kathy
 - global awareness - Cheli
 - photos - Evelyn
- 1) how courses you teach/services you provide map to this ILO - eg connect/ relate
 - 2) what do you do in class/services that you provide, that demonstrates/ documents this - assess using existing coursework
 - 3) what are you already doing
 - not going to assess ILOs per se
 - 4) remember to make this pertinent for classified -

6) can we ask that classified be allowed to attend - not realistic, but Karolyn will email reminder regarding the launch on Thurs, and Cheli will email re Fri. mapping activity

More rephrasing of the questions asked at the stations:

- how does the course you teach map to this ILO
- what do you do in your class, job, position that relates to this ILO
- what are some ways that existing coursework/ services that you provide connect
- how would you document this (think SLOs - NOT EXTRA work)
- bring some SLOs as eg's to demo

Wrapup: Karolyn will do it - facilitators will summarize their station's dialogue

- reminder about Fri. workshop
 - (as you go out) gallery walk/signin sheet for individual support
 - need to reiterate WHY doing this, - to make faculty/staff understand WHY
- help Kath/David to overcome block that exists: just busywork that needs to get done

Fri:

Lunch- we've asked

Cheli will demo, have handout

bring signup sheet

12:15-2

Helpers: David, Vina, Cheli, Evelyn, Kathy, Karolyn

Intro: Let Karolyn talk about mapping

- what mapping is
 - why doing it - relationship between ILOs & SLOs
 - all done is college mission related
 - 5-min. video tutorial by Kathy
- what to do with photos?
 - need place to put them
 - Kathy will do
 - Evelyn will give content to Kathy
 - K will send Kathy a Picasso folder

Schedule:

12 noon - start

12:15 - Intro w/explanation of what ILOs are & why we need to map to them

12:35 - eat & choose first ILO table

1pm - begin recording, dialoguing, writing notes

1:30pm - change station, get dessert, & sit @ 2nd station

1:40pm - further dialogue at 2nd ILO table

2:10pm - wrap-up & gallery walk

