**Laney College Learning Assessment Committee**

**November 20, 2015 MINUTES**

**11:00am-12:30pm, T-750**

**LAC Membership 2015/16**

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| English | *Vacant* |  | At-Large | Rebecca Bailey (Science) |
| ESOL | David Mitchell | Heather Sisneros (Kines) |
| Math | Rina Santos | Michael Mejia |
| CTE | Vina Cera | Fan Warren |
| Library | Evelyn Lord | VP of Student Services or designee | Cassandra Upshaw |
| Counseling | Terrance Greene | VP of Instruction or designee | Dr. Chan |
| Business/Science | Cheli Fossum (Science) | Student Representative | *Vacant* |
| Humanities/SocSci/Kinesiology | Blake Johnson (Hum/SocSci) |  |  |

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|  **ITEM** | **Summary of Disscussion** |
|  | Sign-in | Present: David Mitchell, Rina Santos, Vina Cera, Evelyn Lord, Terrance Greene, Cheli Fossum, Blake Johnson, Rebecca Bailey, Heather Sisneros, Fan Lee Warren, Michael Mejia, Cassandra Upshaw, Dr. Chuen Chan (ALL PRESENT AND ACCOUNTED FOR!) |
|  | Public Comment | None. |
|  | Approval of Minutes/Meeting notes |  |
|  | Introduction of New Members | * Appointed by Faculty Senate President, Lisa Cook: Terrance Greene – Counseling, Michael Mejia – At-Large (Photo), Fan Lee Warren – At-Large (Art)
* Informed by Dr. Chan that President Webb has reassigned him to the Technology Committee and Dean Phoumy Sayavong has been assigned to LAC
* LAC needs to advocate for consistency of Administration on the committee
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|  | Review of Committee Mission/Charge | * Confirm and reiterate our charge for new members of the committee
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|  | Board of Gov./New Model for Accred. | * CCC Board of Governor’s has directed the State Chancellors’ Office to develop a new model for accrediting the system’s college & to report back in March 2016 on details & a timeline for implementing the changes.
* Dr. Chan provides background information: ACCJC has moved away from what the needs are for the colleges. With upper college level degrees (BA/BS), community colleges will require different accreditation procedures & ACCJC is not a group that assesses this.
* We still need to be assessing for our students even though a new model will come about.
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|  | Institutional Effectiveness Partnership Initiative, first visit December 17th | * Dec. 17th: First visit by the Professional Resource Team (PRT)-contracted by the State Chancellor’s Office after many community colleges asked the state for resources and direction to help with accreditation process.
* PRT is an evaluation team to help Laney in identifying things we are doing well, and what things we need to work on. PRT will come ask questions and gather information to prepare them for the 2nd visit. LAC will be an interview group.
* Typical agenda example by Dr. Chan: meet with College President, Faculty Senate, Classified Senate, Student group, etc….
* For LAC->Identifying items that we know/have done/are working on:

1. Focus on what we are doing that we believe is helping us make progress at the college2. Taking what has worked for individual depts., and translating it to the whole college3. Pilot work for ILOs4. Establishment of charge to help guide the LAC5. Update and fill membership positions6. Working with departments during this Program Review year7. Validating the Assessment Section of the Program Review for all Depts/Divisons/Programs* Part of our job as LAC members is to assist in disseminating information about the visit: 1. Antione put info on flat screens in Tower, 2. Target student population through tutoring and info booth, Welcome Center, 3. New PIO can advertise on web, 4. School newspaper
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|  | Philosophy of Assessment: Structure with Flexibility | Defining how we do assessment and what the LAC will do: Provide **Structure with Flexibility**Centers around Student Success (see wheel/circle of life), improvement of curriculum and student services, making reporting/planning simple, assessment is a collaborative processMapping of SLOs -> PLOs -> ILOsWhat assessment is and what it isn’tStructure: Rubric for outcome approval, p/t stipend form, TaskStream or Assessment Spreadsheet, pilotsFlexibility: Flexibility within approval rubric, how to organize the departmental tasks (Guidelines not so much strict rules)Mechanics of assessment work within our philosophy for all departments. Our goal is to provide enough guidance & provide freedom for departments to work in a way that best fits their needs. Set the bar in a reasonable place, given where we are as a college. Most departments will try to reach it.What is proficiency according to ACCJC |
|  | Review and finalize P/T Stipend form | Out of time. |