**Laney College Learning Assessment Committee**

**December 4, 2015 MINUTES**

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

**LAC Membership 2015/16**

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| English | Ian Latta |  | 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** | | **DESCRIPTION** |
|  | Sign-in | * Present: Ian Latta, David Mitchell, Rina Santos, Vina Cera, Terrance Greene, Cheli Fossum, Blake Johnson, Rebecca Bailey, Heather Sisneros, Fan Lee Warren, Michael Mejia, Cassandra Upshaw. Absent: Evelyn Lord, Dr. Chuen Chan |
|  | Public Comment | * None. |
|  | Approval of Minutes/Meeting notes | * Postponed until next meeting. |
|  | Upcoming LAC meetings | * No more for fall 2015. * Spring 2016: 2/5(second week of school), 2/19, 3/4 , 3/18(Friday before Easter Vacation), 4/1, 4/15, 5/6, ~~5/20~~(Malcom X holiday) |
|  | Updates | * New member: Ian Latta, English – Welcome! * PT stipend: Ready to hand out. First round of submissions to Rebecca is due Feb. 28, 2016. Rebecca & Heather will document part-time faculty submissions, and forward list to VPI Celhay to process for payment. * PR Validation and Tracker: Rebecca created form to document the Assessment Validation section of the Program Review. Summarized sheet will go to VPI, VPSS and Deans. Goal is to have administrators be informed and assist departments in their assessment cycle needs. * Institutional Effectiveness Partnership Initiative (IEPI) * Partnership Resource Team (PRT) Visit #1: December 17, 2016. LAC scheduled to meet with PRT member under the Research & Evaluation category of the visit from 8:45-9:45am T850, LAC chairs are developing a brief PowerPoint presentation of our accomplishments/challenges/projects and will send out to committee for feedback. |
|  | Professional Development Days | * Ideas of events/presentations for the day.   1. Pilot presentations—timeframes, cheat sheets, who would like to present their pilots?  2. Top 3 things to be thinking about  3. Lunch time activity   * Possible chunks of time during AM session, then a bit for lunch, and then a full session for help. * Four-hour block of time for drop-ins (goal is to have committee members helping/observing/pilot members present for additional questions |
|  | Curricucamps & Assessment | * Will work within the Curricucamp workshops and focus on meeting with departments who, based off of Program Review Assessment Section, have a clear need for help in developing an assessment plan for their department. |
|  | Good of the Group | * Newest member: Ian Latta (English) |