**Laney College Learning Assessment Committee Agenda**

**March 4, 2016 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 | Christine Will | *vacant* |
| CTE | Vina Cera | Fan Warren |
| Library | Reggie Constant | 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 | Scott Godfrey (Hum/SocSci) |  |  |

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| **AGENDA ITEM** | **EXPECTED OUTCOMES & OUTCOMES ACHIEVED** | **DISCUSSION POINTS** | **FOLLOW UP ACTION & Responsible Party** |
| Sign-in |  |  |  |
| Public Comment |  | * Rebecca: March 21 deadline for Departments to have their assessment cycle planning document turned in * Just using the spreadsheet for planning is a good idea—semester, year, and PLO mapping | 1. Develop protocol for submitting planning document |
| Approval of Minutes/Meeting notes |  | * N/A |  |
| New Members |  | * Scott Godfrey, Christine Will |  |
| Moodle & ILO Project | * Develop a document for each project for submission to the VPI encompassing timelines, resources, needed, benchmarks, goals, etc to justify the release time requested | * See Notes below: * It is really important to have people say what they really think so we can do a really good job creating these tools for them | 1. Meet with Scott to solidify details for Moodle Project  2. Meet with Ian to solidify ILO Project  3. Create and submit “Non-Instructional Assignment” formS to VP Celhay |
| PLOs |  |  |  |

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| **Moodle Project Brainstorming Notes**  **SLOs**  Student will acquire a basic knowledge base of SLO, PLO, ILO  Student will demonstrate an understanding of all concepts presented  Student will be able to perform an analysis of data and understand its results  Students will design a usable rubric  **BLOCK IDEAS**  Get a password/get into Meta  How to navigate Meta (scavenger hunt)  SLO  PLO  ILO  Critical Thinking ILO  How to Develop  Meta  Documenting Data  How to Analyze Data  Mapping  “I am already Assessing. Now what??”  **HOW WE WANT IT SET UP/INTERACTION WITH STUDENT**  User Friendly  Painless  REALLY worth my time  Was it pleasant?  Conversational  **TIMELINE🡪**  Build now and over summer = .2  Open it up F’16 in time for Professional Development  Offer PD session where they do module 1 of getting password/log in, etc  Administer class F16 and Spr17 = .2 @ semester  Goal is = average 30 students per semester  Other Duties as Administrator: The face and marketing  **LOGISTICS:**  IS A TRAINING SESSION, NOT A CLASS  Total time for whole class is 2-4 hours  Blocks need to be printable  Nicely laid out  Some progression from one block to next  Opportunity to revisit blocks  **INCENTIVE TO TAKE CLASS:**  Part timer experience to put on resume for full time employment  PD hours  TBD – for salary advancement  **INSTRUCTOR LEVEL OF CONTACT/FEEDBACK🡪**  Immediate feedback on questions  Grading of quizzes, tests, assessment of homework assignments  Live meetings for follow up if need be | **ILO Project Brainstorming Notes**  ILO  Rubrics now and summer, why is critical thinking important, definitions, best practices, find out about previous ILO work,  5-10 departments – range of definitions and rubrics  Fall flex week activities, what are departments/faculty doing now? Emphasize critical thinking piece as opposed to assessment, why is our institution committed to critical thinking, why is it important and what does it look like with a lesson or presentation on critical thinking  Website – place for incoming ideas and assessment rubrics  Place to share and post  Fall  Chairs meeting  Meet individual chairs  still open to other departments  One end goal: handbook also useful to student services, sharing improvements with LAC and possible next ILO coordinator, and intensive workshop where faculty can learn how to improve  Ongoing trainings that are compensated |