**Laney College Learning Assessment Committee Agenda**

**September 15, 2017 MINUTES**

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

**LAC Membership 2017/18**

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| English | Ian Latta |  | At-Large | Rebecca Bailey (Science) |
| ESOL | David Mitchell | Heather Sisneros (Kines) |
| Math | *vacant* | Anna Cortesio (ESOL) |
| CTE | Vina Cera | Fan Lee Warren (Art) |
| Library | *vacant* | VP of Student Services or designee | Cassandra Upshaw |
| Counseling | Terrance Greene | VP of Instruction or designee | Dean Julie Kirgis |
| Business/Science | Cheli Fossum (Science) | Student Representative | *Vacant* |
| Humanities/SocSci/Kinesiology | Felipe Wilson (Hum/SocSci) |  |  |

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| **ITEM** | | **DESCRIPTION** | **Time** | **TODAY'S ACTION(S)** |
|  | Sign-in | Present: Ian Latta, David Mitchell, Vina Cera, Cheli Fossum, Rebecca Bailey, Heather Sisneros, Anna Cortesio, Dean Julie Kirgis, Fan Lee Warren  Absent: Terrance Greene, Felipe Wilson |  |  |
|  | Public Comment | * Canvas trainers had to participate had to submit several weeks of online curriculum to DE committee and there is concern about assessment on the DE side. |  |  |
|  | Approval of Minutes/Meeting notes | From 5.26.17 | 11:32-11:37 | * Fix David’s last name * Passes with Abstain-Cassandra and Fan |
|  | Announcement for Assessment Module | * Rebecca and Heather will review last pieces of changes * Laney will be using Meta for ALL data recording this year, TaskStream gone by end of May * Each college needs someone trained for getting data out of TS * *Siri signing off on first 2 levels of META Assessment Module* * *Siri and Chioma – each college will identify someone to transfer data* * *Still pushing for classified assessment/accjc person* * Anyone interested in serving on Faculty Senate Work Group on the As Stadium? | 11:05-11:10 |  |
|  | Dean’s Report | * Dean’s meeting yesterday-APU-this year is last year for paper document * Yashica offered to have someone in her office and gather data and use it to attach it to back and don’t have to * Cheli is on the APU workgroup with Siri. | 11:10-11:15 |  |
|  | Student Services Report | Cassandra:   * Mildred Lewis and Cassandra met with Dean Graves and Kevin Wade to get started with assessments. Want to know when ACCJC visit is again. * Consensus of not using SAO (Service Area Outcome) terminology as it sets up a dichotomy between the two. * Presenting models: 2 documents to help facilitate setting up outcomes and assessment on the student services side | 11:15-11:20 | TO DO:  Find the date that ACCJC will come and visit to give to Cassandra so they can begin creating their game plan. |
|  | Review of Charge/membership | * Difference between mission and charge: mission is bigger, general statement and charge is the actual tasks. * Something to consider: adding student services to the “ongoing instructional...” section of mission. * Struggled with Student Services participation in past * Proposed changes to mission/charge   Separate out:   * Work with faculty and deans to clarify needs and requirements in regard to assessment, and provide support to departments/units. * Assist department/units in meeting accreditation standards pertaining to assessment.   And add “…and training…” after “…and provide support…” in first sentence.   * Work with faculty and deans to clarify needs and requirements in regard to assessment, and provide support and training to departments/units. * Combining Counseling and Library as SS focus and Library no longer offers classes with counseling having small number of * Change “No more than two faculty members from any one area.”   To   * “No more than two faculty members from any one ~~area~~ discipline.” * Cassandra will work to identify student rep. * How to get better participation with students. * Attempt to solve it, a rep from all committees will present themselves to student government. * Have we talked to business if we are creating their own? * Trying to think about positons and not particular people. * Using FTEF = number of faculty in each department - to help determine balance on departments in membership * ADD Visual and performing arts – art, theatre, dance, music * Then get rid of one at-large * Culin/cosmo –target having one of them on committee   Adding the languages to Engllish? -  But – we have the at-large position to fill ---consensus is to leave languages out and they could fill  1. Add CTE  2. Move library with counseling  3. move kinesiology to science  4. add Visual and Performing Arts | 11:20-12noon | Vote to approve changes in membership/mission/charge  Vina first  Julie second  Passes with 1 abstain  TO DO:  1. Take changes to FS  Email FS president to get on agenda  Present to FS meeting |
|  | Review/change ILOs (and which one this year?) | * Possibly cutting down to 4 ILOs to better match the new 4-year rotating program review cycle * How did these get developed? And how can we change them? * Years ago campus developed GE outcomes as was clearly stated in accreditation. Other schools had ILOs and Laney thought that may be a better route to do for ease of # of outcomes and easier mapping/assessing. * CTE was added as an ILO to be able to have them map to something. * Discussion: what is an SLO and how it maps to a PLO. * The way to think about * PICK THE ONE PLO OR ILO THAT MATCHES BEST. * CLASSIFIED SENATE: are just getting together as a solid unit again and put ILOs to classified senate to see how they fit for Classified areas. * Possible take something from CTE and put in current #5 –professional growth… * College Council has rep from FS and Classified Senate and Coll. Council can vote on it. * ASK CTE Advisory Committee about getting rid of ILO – meeting on the 20th WED G 130 2-4 and Vina can bring it to them * Consensus is to wait on voting ILO #3 out until more campus feedback. | 12:14-12:30 | Getting Classified Senate to see their value to ILOs and bringing it to their table.  Make a visual  Visit CTE group to present idea |
|  | Member roles and responsibilities – sign up for camps | * Learning how to help people at camps * Camps: * Anna is training canvas at the time * Julie met this morning Kevin Kelly – they will be smarting up the TTLC and should mirror the classroom, therefore, all computers will be touch screen just like the classroom. * 10 90-minute sessions at 2 levels: beginning, and intermediate | 12:00-12:14 |  |
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