**Laney College Learning Assessment Committee Agenda**

**DRAFT MINUTES October 7, 2016**

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

**LAC Membership 2016/17**

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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 | *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 | Scott Godfrey (Hum/SocSci) |  |  |

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| **ITEM** | | **DESCRIPTION** | **TODAY'S ACTION(S)** |
|  | Sign-in | Present: David Mithcell, Vina Cera, Terrance Greene, Cheli Fossum, Rebecca Bailey, Heather Sisneros, Dean Kirgis.  Guest: ASLC Student Enrique  Absent: Ian Latta, Christine Will(resigned 10/7/16), Scott Godfrey, Fan Warren, Cassandra Upshaw |  |
|  | Public Comment | None |  |
|  | Approval of Minutes/Meeting notes | From 5/6, 9/2, 9/16 | 1. Vina Cera  2. Cheli Fossum  -Passes with 1 abs.- Dean Kirgis |
|  | New Members | Dean Kirgis, ASLC Student Enrique Perez, Christine Will resigned as of 10/7/16 | New student Enrigue Perez |
|  | -Senate resolution re: assessment duties and compensation for assessment in contract – possibly on next Senate agenda  -PT stipends: requesting $30,000, easier way to pay?, example of what paycheck looks like, coordinators turn in verified info to deans of faculty member who will process and follow up  -SLOs in syllabi project | -Unaware of other colleges discussing Resolution regarding assessment work on union contract.  -Dean Kirgis secured $30,000 from VPI Dr. Yu  -Goal is to find out where the money is coming from so we can know what best process should be used for payment.  -SLO Syllabi project: fall 2016 syllabi check of alignment was not put into the ACCJC Follow Up Report. We still need to be prepared with this information for when ACCJC comes for their follow up visit.  -Dean Kirgis process this last fall:  -opened it up and if SLOs are on syllabi, then saved it. If no SLOs then send it back to instructor to put SLOs on syllabi. Dean and Admin Asst. went through saved syllabi together to check alignment.  -Dean Kirgis idea to roll out a Moodle shell for her division and have downloaded most current set of SLOs in the shell. All the instructors can have Moodle shell as resource to always be able to go back to. | -Dean Kirgis and Kerry will start with investigating where/what budget this may be coming from and then go to Phyllis if we need to.  -December/November: send out announcement of🡪  1. Syllabi need official SLOs  2. Attached are current SLOs found in META  3. Deadline for Syllabi to be turned into Dean by <second Friday of school?> date.  -Advertise that we are doing an SLO Syllabi alignment project.  -Both the Dec/Nov. send out and the Advertisement of the Project protocol needs to come from the VPI office.  -Who makes the new employee handbook and we can put SLO/META information in it |
|  | PLO assessment  David Mitchell will show fields in Taskstream | Upcoming workshops at CurricuCamps on 10/14 and 10/28, Science degree example of PLO assessment in spreadsheet  -David’s example:  1. Have to contact Taskstream and request PLO modules be set up. You must tell them the Titles (based off of what is in META) of each program you want PLO modules for. Taskstream will set it up.  2. PLO assessment working pages are similar to that of course level assessment.  -MATH (Kathy Williamson) has capstone courses and data is a summary of that one courses, but all sections. One course focuses on one PLO, etc. | -Still need to figure out how do input data based off of more than one SLO for 1 PLO assessment.  -See what meeting Kathy may be able to come to a meeting, come to a CurricuCamp, or just meet with Co-Chairs so we can  -Take a look at TS and check Business department having Programs in there.  -Ask TS to make Business modules for Programs if need be  -Email business to check their programs in TS and make sure they are in line with META. |