**Laney College Learning Assessment Committee Agenda**

**November 4, 2016 - MINUTES**

**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 | Vacant | *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** | **Time** | **TODAY'S ACTION(S)**  **Next Steps** |
|  | Sign-in | Present: David Mitchell, Vina Cera, Cheli Fossum, Scott Godfrey, Rebecca Bailey, Heather Sisneros, Fan Warren, Cassandra Upshaw, Dean Julie Kirgis  Absent: Ian Latta, Terrance Greene |  |  |
|  | Public Comment |  | 11:00-11:05 |  |
|  | Approval of Minutes/Meeting notes | From 10.21.16 | 11:05-11:15 | Vina 1st , cheli 2nd, 2 abstain, passes |
|  | Updates/informational | 1.Fan Lee Warren will be going to December ACCJC assessment workshop, will bring back info for a future LAC meeting  -Chris Weidenbach sent flyer to Laney FAS and district will pay for 4 people to go  2. Senate resolution re: assessment duties and compensation for assessment in contract – still waiting to get on agenda  -  3. Classified staff support for assessment – VC Pedraja’s response, request will come out of Office of Instruction, likely to be f/t assessment/accreditation specialist  -Rebecca met with Pedraja on Monday, Oct. 31 – he is in support of this type of position and will be discussing it with all the college president’s  -Peralta campuses that have a curriculum and assessment specialist have expressed that it is still too much work to be truly effective  -other campus has a combined Accreditation/Assessment Classified person  -the position has a lot of importance if it will be attached to accreditation  ACCJC Visit Summary-what Rebecca and Heather will be conveying at the visit  -Taskstream passwords given to team to look in TS  -Where is Laney Assessment Spreadsheet – in evidence and in dropbox  -how can faculty look at things to see  -dean kirgis at deans meetings- what questions they have: wants our feedback on how to write that stuff out. For newbies or slackers who are finally getting their act together  1. first – deans should know (in the follow up report and the scavenger hunt) ---should tell my faculty to do 1,2,3, and this his how you do 1,2,3,  -creation of LAC dean dropbox – the scavenger hunt  -deans meeting and when assessment data would be due – diff. of opinion from deans – conclusion – next dept. chairs meetings  -cheli – after assessment, need to reflect, need to talk to others, people get out of dodge  ---we need to have some of the same talking points  TO BE DISCUSSED MORE | 11:15-11:30 | -Continue to contact Laney FS president Donald Moore to get on the agenda  -  -get bulet points from Reb to put in the minutes  -revisit LAC full committee dropbox  -have LAC do the scavenger hunt |
|  | Student services | Updates, discussion from Cassandra  -moral is high, Cassandra is caucusaing  -there is conversation between Dean Mildred Lewis and phillip and buying in and discussions around overtime to be the equivalent to stipend  Gateway (Sean Taylor) –he understands outcomes,how to assess them,how to report them  Financial Aid; now that they are staffed and will use the Financial Literacy series of workshops – perfect pre and post testing for assessment  SS assessment moral was super low and now the atmosphere is better.  Staff in learning communities  SSSP money - 12/31/16 – 1 million to spend it down. We could theortically come up with smetigh that fit the guidelines on ;the assessment side aka SPECIAL PROJECTS, A SPECIFIC TYPE OF RESEARCH. Equipment can count but want to  Dean Kirgis – she can think of a lot of projects – she is stymied by ho with we would even find someone with the time….phoumy was  -ICC hiring can happen in a jiffy  Vina – do we have info about the students?  Scott - -can we make a scholarship fund?  And earmark it?  -Financial Literacy –  Thoughts of creating a SS assessment Committee – Cassandra response - more of a question of WHEN we would be able to have people available  Kirgis – has taught program eval stuff and would be available to do workshops  -Will have SS slot on agenda  -Will have Dean slot on agenda in future | 11:30-11:45 | -check to see if encumbered counts as spent for SSP and Equity  -can we make a scholarship fund?  And earmark it?  -follow up with Cassandra on a student rep |
|  | Classified support job description | Discussion/brainstorming  Example job descriptions – BCC, Merritt  -Waiting for job description of accreditation/assessment specialist form VPI  Merritt:  (Assessment Module – META – knowledge would be huge)  Kirigis-it would be really nice to have 2 people in assess/curr.  Cross training iit is key  Since accreditation kicks in only once in a while, - Rebecca – the follow up report comes around all the time and somebody should always be on top of it  Cass-assessment for ss and there is a ton of the same stuff  Full time researcher with 2 staff data analyst and a program evaluator/researcher—either high classified or low exempt data analyst is definitely  One does quantity, one does quality should come for pres office so it represents the campus  Those 3 are part of pres office and LAC chairs working closely with phoumy person .—need line item budgets for equipment, assistant, supplies, bennies, salary  BCC –  Idea of they do quality control – knowledgeable on what would pass muster or what wouldn’t - verification, this is wonderful, share iot with you r department, use this as a model  -can think about the job description in the approval workflow aspect  -Idea that biggest part of this persons job is to have this big picture in mind instead of little stuff – they should plan when things have to happen  Kirgis-it is the chairs responsibility of big picture , but they could teach how to do meta, the double checking, taking care of stipends, tracking work flow, really the secretarial components n a way, some data entry, and that will leave chairs can be more thinkers and big picture and documentation.  Reb-this will be a drastic improvement to how this college operates. | 11:45-12:30 | -research other models that we need to move to (organizational chart)  -look at kirgis former school (Seattle)  -find out PRT people to get what that school is |
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