**Laney College Learning Assessment Committee Agenda**

**MINUTES April 7, 2017**

**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 | Anna Cortesio (ESOL) |
| CTE | Vina Cera | Fan Lee 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: Ian Latta, David Mitchell, Vina Cera, Cheli Fossum, Rebecca Bailey, Heather Sisneros, Dean Julie Kirgis  Absent: Terrance Greene, Scott Godfrey, Anna Cortesio (class conflict), Fan Lee Warren, Cassandra Upshaw |  |
|  | Public Comment | None |  |
|  | Approval of Minutes/Meeting notes | From 2.3.17 and 3.3.17-approved unanimously | First-Vina Cera  Second-Cheli Fossum  Approved Unanimously |
|  | Dean’s Report | 1. T-513 – soft opening of the TTLC: 11 computer stations and 1 printer.  -Can hold LAC workshops, teacher trainings, meetings that require computers.  -Smart technology, canvas, online tutoring, fablab work  -Universal key or keypad (right now all dept. chairs, all staff assistants, committee chairs,  2. PLO Assessment deadline dates to Dean’s and Dean’s following up with their departments. | 1. no action to follow up on  2. Follow up with Dean’s and update the PLO list of deadline dates and who is done.  3. Make a resolution that PD will need to include assessment  4. Meet with President regarding all aspects. |
|  | Student Services Report | None to report |  |
|  | Assessment Module training-  Go through the individual course SLO | 0. Goal is input assessment at end of fall 2017  1. Approval process will have to be built  2. Module Title: WE WILL NEED TO HAVE A NAMING CONVENTION (remember it won’t let you reuse titles) – adding year might be important to the title  3. MAIN: finding balance in some colleges wanting the student count cells and others not wanting it.  4. ASSESSMENT METHODS/TOOLS – put list in alphabetical order  5. ASSESSMENT RESULTS:  Weekend classes, summer school, intersession – where would that go?  -what’s the information we are going to want to have quick access to?  IDEA: when we roll it out, a few departments try it different ways to see what is working and what is not working.  ASSESSMENT RESULTS: what do these results tell you…..should be in above text box.  ACTION PLAN: Action plan –v- next steps-🡪 “post assessment action plan” or “next steps/action plan”  -META does not have planning segment – possible spreadsheet and somehow that spreadsheet could be used in Program Review.  TIME AND CULTURAL NORMING – there is not opportunity at the beginning of the semester for departments to discuss  -This is why it is so important to have a big enough core of full timers to get this work done.  ATTACH FILES: make the list of possible things they should be attaching  REQUIREMENTS TO LAUNCH: figure out what we want to require  APPROVAL WORKFLOW: will change the roles of the committee members  Program Review to include the planning guide and some form of assessment review – Program Review as tool for Dean’s and faculty to ask questions: here is our plan, did you do your plan, did you change your plan? What are the deadlines for your plans?  -This process is institutional effectiveness and can drive resource allocation  We are a working committee, trained to shepherd those who need help  WE HAVE ONE YEAR TO HAVE A FORM AND GET IT IN THE PROGRAM REVIEW AND ANNUAL PROGRAM REVIEW  GOAL IS TO ROLL OUT ROTATING PROGRAM REVIEW IN FALL 2018  Pay Part timers to help do the Program review and submission of forms, etc. | 0. Get Julie permission  -Ensure all instructors are in the Co-Contributor Drop down  -Ensure all departments are in proper division  -Check on protocol for new instructor login access  2. Need naming convention  3. Change student participation to: Number of Active Students  4. Put list in alphabetical order?  5. Add summer to main tab in semester drop down  -Push for time at department level meetings to make/discuss assessment plans  1. Begin creating form to be added to Program Review/Annual Program Review |
|  | For next time… | 1. resolution  2. Assess the committee’s accomplishments  3. look at membership make up and see how that may need to change | 2. Set goals for next year |