**Laney College Learning Assessment Committee Agenda**

**MINUTES September 16, 2016**

**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. 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)** |
|  | Sign-in | Present: Ian Latta, David Mitchell, Vina Cera, Cheli Fossom, Rebecca Bailey, Heather Sisneros, Fan Warren  Absent: Christine Will, Terrance Greene, Scott Godfrey, Cassandra Upshaw, Dr. Kirgis  Resigned as of 9/15/16: Reggie Constant |  |  |
|  | Public Comment | -New VPSS hired with start date of 10/17/16. Hoping Cassandra can continue to be Student Services rep as her contributions to the committee is invaluable | 11:00-11:05 |  |
|  | Approval of Minutes/Meeting notes | Minutes from Spring 5/6/16 and 9/2/16 | 11:05-11:15 | -Tabled |
|  | Sign up for CurricuCamps | Sign up sheet for members to attend a Camp to help and/or shadow | 11:15-11:20 |  |
|  | ILO Project | -Ian Latta: has met all benchmarks so far. Gave presentation on Fall Flex Day and people have reached out to him since then. Would like to speak at Dept. Chair meetings. Final handbook will be on LAC website. Will be following up with departments with expectation focused on assessment –v- the larger question of how critical thinking occurs at institutional level. Comments on how Critical Thinking occurs on the student services side and Ian working with the Tutoring Center.  Student Services: tutoring and tutors need assessment!  Concern when academic year is over there will not be funds for this type of project as this was paid out of IEPI funds. We will need to advocate for more funds. | 11:20-11:35 | -At end of year, take a look at the handbook and the Moodle project-LAC have possible resolution regarding funds needed for these types of projects.  -Start collecting evidence of people who have used these resources (assess the projects) |
|  | PT stipends | -Requesting money, how much? How can process be improved? Who is point person after LAC co-coordinators validate assessment data?  -Rebecca and Heather discussed with VPI Yu and he feels the appropriate division deans office should handle the process after validated.  Dr. Yu said he could probably get $20,000 (the same as last year)  -Ridiculous that people don’t get paid for their work. Point person in each division is responsible for any follow up, not the LAC co-coordinators.  -Vina offers idea to talk with Business Manager (Phyllis Carter) and see if there is another way to pay instructors.  -Should we raise the amounts instructors receive for assessment work? Right now it is a 60/60/20 split.  -Motion passes to ask Dr. Yu for $30,000, the original amount requested last year. | 11:35-12:00 | Talk to Business Manager Phyllis Carter to see if there is a smoother way to process stipends.  Does the money roll over?  We should ask for $30,00  Make a cheat sheet of the assessment payment process (who at each level? What position?)  Ask what could possibly happen  Vendor under $800???- a workaround?  What does it look like on the paycheck.  Research amounts of money  Motion-request $30,000 from VPI Dr. Yu and follow up with additional request if money is spent before year is over.  1. Cheli Fossum  2. Vina Cera  Passes unanimously |
|  | Ensuring Assessment | -How can we get compensation for assessment work in our union contract? We want this for all faculty whether full time or part time.  -Discussion on making assessment part of the union contract for all faculty. An email went out to all PT faculty from Cynthia Mahabir asking for assessment work information/follow up.  -Look at other college’s models of contracts that have assessment compensation built in.  -This will be a long process. Who do we start our long term ideas?  Talk to someone at PFT to see if there are plans for negotiations on this topic? Is PFT open to the topic for negotiation?  Bring the topic to Faculty Senate and make a statement of the need for assessment work to be part of the contract.  -Jennifer Shanowski attends and we discuss the layers involved in putting assessment work in the union contract. It is a very complicated topic.  -Contract negotiations are currently happening and this still could make it into the negotiations. | 12:00-12:30 | -Look at Solano’s contract  -Talk to union to see if it is on their radar (and confirm PT stuff)  -Go to union meetings  -Talk to Peter Brown as a rep  -Get all four senates to approve the same resolution |
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