**Laney College Learning Assessment Committee Agenda**

**MINUTES November 17, 2017**

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

**LAC Membership 2017/18**

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| English | Ian Latta |  | Visual and Performing Arts | Fan Lee Warren (Art) |
| ESOL | David Mitchell | At-Large (3) | Heather Sisneros (Kines), Rebecca Bailey (Sci/Biol), Anna Cortesio (ESOL) |
| Math | *vacant* |
| CTE (2) | Vina Cera, Michael Mejia |
| Business | *vacant* |
| Counseling/Library | Yi Ping Wang (Library) | VP of Student Services or designee | Cassandra Upshaw |
| Science/KASH | Cheli Fossum (Sci/Chem) | VP of Instruction or designee | Dean Julie Kirgis |
| Humanities/SocSci | Felipe Wilson (SocSci) | Student Representative | Laura Bloom |

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| **ITEM** | | **DESCRIPTION** | **Time** | **TODAY'S ACTION(S)** |
|  | Sign-in | Present: David Mitchell, Michael Mejia, YiPing Wang, Cheli Fossum, Felipe Wilson, Heather Sisneros, Rebecca Bailey, Anna Cortesio, Cassandra Upshaw, Julie Kirgis  Absent: Ian Latta, Fan Lee Warren, Laura Bloom |  |  |
|  | Public Comment |  | 11:00-11:05 |  |
|  | Approval of Minutes/Meeting notes | From 11.3.17-Fix Cheli’s training dates request—take out 12/20 | 11:05-11:10 | First: Cassandra Upshaw  Second: David Mitchel  Abstain: YiPing Wang  Unanimous  1. Post minutes on webpage |
|  | Brief items | 1. and 2. Trainings, etc.  3. and 4. Stipend for part timer training? – still discussing all the parameters for this.  5. at some point in the future we want assessment in the contract | 11:10-11:20 | 1. naming convention cheat sheet  2. Go through Merritt’s training info  3. Work out details for PT stipend, training money?  4. Look at PT program PT assessment |
|  | Dean’s Report |  | 11:20-11:25 |  |
|  | Student Services Report | Cassandra and VC Siri Brown meeting—given resources from VC Brown. Cassandra reaching out to service units on campus to show how to use META. Had meetings with several staff in different units to discuss initial steps of what SLOs are and how to measure them.  -Financial Aid – example of transactional “We will have 3% increase of students who get their checks within first day of school.” Also have data on financial literacy that can really be the SLO we want. | 11:25-11:30 | 1. Develop workflow and possible new positions (Dept. Chair or designee) |
|  | Meta Assessment Module Training | Workflow practice – enter real data, test workflow  1. Workflow, level of scrutiny for first round of data entry, and refine each in the next rounds.  2. Good to wait – see what the patterns are: answering questions incorrectly, where the bugs are, etc. we can fix those bugs | 11:30-12:30 | 1. Develop workflow and possible new positions (Dept. Chair or designee)  2 Can META send an email to originator when the assessment goes “active”  2. possibly check the email sent and the instructions in the email |
|  |  | This is our last meeting of semester  Next meeting is 12/1/17 and will be campus training session with all committee members attending to help/learn |  |  |
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