**Laney College Learning Assessment Committee Agenda**

**November 3, 2017 MINUTES**

**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, Vina Cera, Cheli Fossum, Felipe Wilson, Heather Sisneros, Rebecca Bailey, Anna Cortesio, Cassandra Upshaw  Absent: Ian Latta, Michael Mejia(sick), YiPing Wang, Fan Lee Warren, Dean Julie Kirgis(away at Prof. Dev), Laura Bloom |  | 1. Find Ian Latta’s Crtical Thinking document |
|  | Public Comment |  | 11:00-11:05 |  |
|  | Approval of Minutes/Meeting notes | From 10.20.17  Fix: Cheli comment just above action plan  Fix: typos in wording | 11:05-11:10 | Approval of Minutes with changes:  First: Vina Cera  Second: David Mitchell  Passes unanimously |
|  | Brief items | Announcing training dates, sign up  1. Signing up new users in META is more difficult than previously imagined.  2. Training: asking committee members to come help at 2 or more training sessions  -Cheli: Friday 12/15, Mon 12/18, maybe Wed 12/20, Wed 1/17  -Sidebar: possibility of offering food?  -Target specific groups to come to training  -Possibility of having levels of training so they can absorb  -request for a cheat sheet on the steps | 11:10-11:26 | 1. Finalize how to get new people in META and ready for trainings  2. Make sign-up sheets for committee members for the training sessions  3. Work on having food for finals weeks  4. Look at Merritts cheat sheet and make ours  5. Make naming convention cheat sheet  6. Follow up with committee members on training dates they will attend |
|  | Dean’s Report | Dean’s report: Dean away, but their division had a META assessment module tra | N/A |  |
|  | Student Services Report | TODAY! -- Div. I crew will be at meeting/training today to begin looking at META Assessment Module for Non-Instruction and what the needs are going to be.  -Cassandra has been designated as the Laney Lead to facilitate the Non-Instructional Assessment Module build in META. | 11:26-11:31 |  |
|  | Training – review of documents on LAC webpage | Laney Assessment Homepage:  1. Grades vs. Learning Outcome Assessment  2. Basics of Outcomes and Assessment  3. Rubric for Outcomes Approval plus Examples  --Defining core course  4. BP and AP 4210 o SLOs  --it is a board policy & administrative procedure which means it is our job as faculty  ITS MAGIC! | 11:31-12:01 | 1. Redo the Continuous Cycle of Assessment and Reporting and update the webpage with updated cycle  2. What does “Core courses” mean? |
|  | Tentative – p/t stipends discussion | 1. Rebecca and Heather will meet with  2. Received $20,000 for the year to pay PT’ers for assessment work  3. Previous calculations determined $90,000 needed to do this for all PT  4. 2015-2016 🡪 approx. $18,000 paid out  5. 2016-2017 🡪 approx. $13,000 paid out  6. Small number of faculty participation with few faculty getting larger amounts of money.  7. Current system is not working – we need more faculty engagement, and an easier way to pay PT faculty  8. IDEAS for solutions:  --pay them to show up to camp while they get their work done.  --use META to document participation in the co-contributor page BUT: cannot identify FT-v-PT. But-maybe keep co-contributor going to generate a report of participation  --have depart. chair or faculty lead email a list of PT’ers who can get paid  8. What amount of money and for what? Paid for training? Previous breakdown;  $60 for doing the assessment in class, $60 for collaboration/analyzation, $20 for inputting data  9. IDEA-add a max dollar amount and then there could be funds available for  10. Designating certain amounts per department—OR—designating certain amounts per DIVISION  11. Good Opportunity; at Division level meeting or department meeting (that division dean mandates)  12. WE SHOULD PARTNER WITH PROFESSIONAL DEVELOPMENT!!!!!!!  13. WE SHOULD DO THIS AT DEPARTMENT CHAIR MEETINGS!!!!!!!!  14. THE WRITING INSTITUTE!!!!!!---DO THIS AS A WORKSHOP AT THE END OF THE SEMESTER ---WHAT IS ASSESSMENT, RUBRICS, META—Canvas makes it easy to create rubrics  15. Faculty coming in at varying levels so potentially different trainings. | 12:01- | 1. Long term planning for professional days both spring and fall |
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