**Laney College Learning Assessment Committee Agenda**

**Minutes March 2nd, 2018**

**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 | Vacant |
| 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, YiPing Wang, Cheli Fossum, Felipe Wilson, Fan Lee Warren, Heather Sisneros, Rebecca Bailey, Cassandra Upshaw  Absent: Ian Latta, Michael Mejia, Anna Cortesio, Laura Bloom |  |  |
|  | Public Comment |  | 11:00-11:05 |  |
|  | Approval of Minutes | 12.1.17 and 2.9.18 | 11:05-11:07 | 1st: Cheli Fossum  2nd: Vina Cera  12.1.18 Minutes-passes w/ 1 Abstain: Cassandra Upshaw  2.9.18 Minutes-passes unanimously |
|  | Brief Items | 1. Report out on Feedback from Dept. Chairs meeting regarding Comprehensive and Annual Program Review Assessment section questions  *-feedback at Dept. Chair meeting.—add “If your dept. has received funds, how has this affected assessment?”*  *-3.1.18 district meeting for Program Review and waiting to confirm listed questions being put in district Program Review*  2. META Assessment Data Numbers:  -Active/Draft/In Review = 239  -Active = 144  -In Review = 7  -Draft = 88 | 11:07-11:09 | 1. Follow up with VC Siri Brown on district Program Review assessment questions being placed in PR  2. Begin to consider reports we will want for assessment side of META |
|  | Student Services update – Cassandra Upshaw | Update on Level 0 – Non instructional Assessment progress  *-Met with VC Brown regarding time frames and be done by end of Spring.*  *-Need to stay active in engaging VPSS’s so the outcomes of all SS units can be developed*  *-Need to work on shifting from “Transactional” model to more of a teaching model*  *Division I – enrollment services*  *Division II – counseling, athletics (mostly Dean of Student Services)* | 11:09-11:16 | 1. Stay active in engaging VPSS and having VC Brown continue to engage them |
|  | Canvas Update | Report out on Progress of Canvas shell for assessment “class”  *-Canvas will have a “final” and each assessment member will be asked to bring 2 questions to put into the final.*  *-Slated to be up and running at the end of Spring 2018.* | 11:16-11:23 | 1. Begin thinking about quiz questions to put into the “final” |
|  | META Assessment Module | Update on Levels 3-7  *-META had to fix a snag that prevented the levels being available from December until now*  *-GotoMeeting with META on Wednesday 2/27/18*  *-META said the next set of issues would be fixed by Tuesday 3.6.18*  *-Overview of the level connections/sequencing picture*  *-We recognize that doubling up of outcomes being used in analysis at ILO and PLO levels will occur, and we have to do our best to prevent as much as possible*  *--Title: “The Assessment Wave” or “The Assessment Flow”*  *-Coordinator’s goal: all departments have an assessment cycle plan* | 11:23-12:11 | 1. Ask Randolph to update our Circle-of-Life picture.  2. Ask Randolph to make our “Assessment Wave/Flow” picture  3. Schedule district level meetings to finalize levels 3-7 with all campuses.  4. Double check titles being the same  5. Put timeframes in “the wave” |
|  | Approval Workflow in META | Discussion on ideas for approval workflow in META assessment module  *-consensus of committee is to continue having an approval process*  *-goal is to find balance of reviewing for each committee member*  *-committee members*  *-have group sessions to review together and can ask each other questions*  *-marketing curriculum and assessment work on how it will increase enrollment as an effect of current curriculum and sound SLOs*  *-assessment has been getting embedded in templates of resource requests*  *-HOW DO WE BUILD IT INTO THE WORKINGS OF THE COLLEGE* | 12:11-12:30 | 1. Double check if no approval is that a district request or by campus  2. Check on how committee would all be available to review anything at any time  3. Ask Derek to generate report of # of courses in each dept. |
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