**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 UpshawAbsent: 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 Fossum2nd: Vina Cera12.1.18 Minutes-passes w/ 1 Abstain: Cassandra Upshaw2.9.18 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 PR2. 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” picture3. Schedule district level meetings to finalize levels 3-7 with all campuses.4. Double check titles being the same5. 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 campus2. Check on how committee would all be available to review anything at any time3. Ask Derek to generate report of # of courses in each dept. |
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