**Laney College Learning Assessment Committee Agenda**

**MINUTES September 21, 2018**

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

**LAC Membership 2018/19**

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| English | *vacant* |  | Visual and Performing Arts | Fan Lee Warren (Art) |
| ESOL | Anna Cortesio (ESOL) | At-Large (3) | Heather Sisneros (Kines), Rebecca Bailey (Sci/Biol), *vacant* |
| Math | David Ross |
| 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 | VPI Rudy Besikof |
| Humanities/SocSci | Felipe Wilson (SocSci) | Student Representative | Laura Bloom |

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|  **ITEM** | **DESCRIPTION** | **Time** | **TODAY'S ACTION(S)** |
|  | Sign-in/Introductions | Present: Anna Cortesio, David Ross, Vina Cera, Michael Mejia, Yi Ping WanG, Cheli Fossum, Felipe Wilson, Fan Lee Warren, Heather Sisneros, Rebecca BaileyAbsent: Cassandra Upshaw, Rudy Besikof, Laura Bloom |  |  |
|  | Public Comment | Fun activity-Top 3 Bands/Music Performers | 11:00-11:05 |  |
|  | Approval of Minutes/Meeting notes | From 9.7.18Change wording under Writing Institute“…as a means to assess the Communication ILO.” to “…as a means to implement the Action Plan identified for Communication ILO.” | 11:05-11:10 | First:Second:Approved1 Abstain |
|  | Brief items | Levels 3-7 are live, in testing mode, corrections already being made; other stuff | 11:10-11:20 | 1. Rebecca to share the levels document to committee |
|  | Student Services Report | Level 0 is in the works.  | 11:20-11:25 |  |
|  | Assessment Planning document | Shared with chairs at last week’s meeting, assessment coordinators are planning meetings with chairs/depts in comprehensive program review-With new admin and their support, planning guide will be utilized-document went to all dept. chairs | 11:22-11:35 | 1.. send out OCTOBER training calendar2. need mapping function in META |
|  | Revisiting the Menu | Based on homework, may carry this over for next meeting with more time to do homeworkEach of us asking what are the questions I have and what support material do I need?How to use meta to plan your cycle of assessing – check off listTough for committee members to talk about all these things – Prioritizing menu items by progression or needOr each meeting we look at the training topicsmake training one pagers end goal: by the end of this AY, we have made this into a document that everyone can Anna-we each take on a session and present/teach it to practice, teach,This is a SALES TOOL! So, load it differently -----it makes our lives easierAnna~ when I left our meeting we were talking about an ideological shift and we are trying to change the way people feel about assessmentReb – trying to have a cultural shift in the way we think about thisUSING META TO KEEP YOU ON TASK – VINADiscussion regarding knowing where to find information, what one needs to know in order to put a training togetherCommittee agreed to have each member pick a topic to research and put a short 10-minute presentation together to present to the committee.Remember this is for training – even if menu is not ready, can still see what the questions departments have and that will help refine the menuHOMEWORK: IS THERE ANYTHING YOU WOULD ADD TO THE MENU. Michael: fundamental difference in who is doing this: MFA –v- pros aka different group of faculty and maybe how you approach it. CE = not just moving transfer studentsFELIPE – DRIVING STUDENT SUCCESSMICHAEL – WHY COLLABORATION ANNA – CREATING SLOSFAN – HOW TO ASSESS OUTCOMES | 11:35-12:04 | 1. H put in the menu a mark where a current help document is a resource2. Expand on the content for each of the items3. Revisit what course each menu item is in to fit by need or progression4. Make the trainings a 1-pager to add up to a resource document5. HOMEWORK: is there anything we would add to the menu6. Make a yearly calendar for LAC |
|  | ILO | Review Results of last year’s graduate survey, continue discussion of ILO-Cheli: Communication, CT, are broadly most applicable. Did activities and would apply to more people. Can think of more possibilities and high impact activities-Vina: Communication is a high need at this collegeReminder: ILOs designed to have everything on campus get mapped, so Personal professional development for the well roundedMichael: We need buy-in SO---we need professional development - pick Professional DevelopmentGlobal Awareness might interest colleagues and gain enthusiasm on assessmentDiscussion of the benefits of assessing specific ILOs versus others. Conclusion is that we still need to vote on it at the next LAC meeting.  | 12:04-12:30 | 1. Get past stats on ILO work from previous years2. Revisit Ian’s document |
|  | Meta Module | If we are ahead on the agenda, will begin looking at Level 3 (course) |  |  |
| **LAC Goals 18-19 (items in red are addressed on this agenda)** |
| 1. Design and customize focused trainings for departments/areas, especially those in Comprehensive Program Review. (ART, CIS, COMM, GRART, JOURN, KASH, MACH, MEDIA, PHOTO, WELD) 2. Balance work on META with work on the many other aspects of assessment. 3. Improve administrative support. 4. Formulate clear plan for ILO assessment. 5. Recruit new members for full representation.6. Clarify roles and support full engagement of committee members. 7. Integration of assessment work into college governance. |