**Laney College Learning Assessment Committee Agenda**

**MINUTES----September 6, 2019**

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

**LAC Membership 2019/20**

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| English | *vacant* |  | Visual and Performing Arts | *vacant* |
| ESOL | Anna Cortesio | At-Large (3) | Heather Sisneros (Kines), Rebecca Bailey (Sci/Biol),  *vacant* |
| Math | David Ross |
| CTE (2) | Vina Cera, *vacant* |
| Business | Kim Glosson |
| Counseling/Library | Yi Ping Wang (Library) | VP of Student Services or designee | Cynthia Alvarado |
| Science/KASH | Cheli Fossum (Sci/Chem) | VP of Instruction or designee | VPI Rudy Besikof |
| Humanities/SocSci | Felipe Wilson (SocSci) | Student Representative | *vacant* |

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| **ITEM** | | **DESCRIPTION** | **Time** | **TO DO:** |
|  | Sign-in/Introductions | Present: Anna Cortesio, David Ross, Vina Cera, YiPing Glossosn, Cheli Fossum, Felipe Wilson, Heather Sisneros, Rebecca Bailey, Rudy Besikof  Absent: Kim Glosson, Cynthia Alvarado  Guest: Louis Quindlen |  |  |
|  | Public Comment | * -Louis Quindlen has volunteered to fill the vacant CTE seat for the year and will help in finding a CTE rep for the committee * -Need to fill Visual and Performing Arts area as Fan Lee has removed herself * -Need to fill English seat * -Go A’s! | 11:00-11:05 | 1. Faculty Senate President appoint Louis Quindlen to open CTE seat. |
|  | Approval of Minutes/Meeting notes | From 5.3.19 | 11:05-11:10 | -1st: Rudy Besikof  -2nd: Vina Cera  Abstain: 3  Passes |
|  | Brief items | CPR and validation this year, ILO stuff, etc., Resolution approved  1. Curriculum Committee **Resolution on Assessment** passed by Faculty Senate with one amendments to add “\*” to “adequately assessed” with footnotes officially at bottom  -confirming 4-year cycle with Assessment planning on year 4, SLO assessing each year, PLO assessing in 2nd year.  2. CPR and Validation – confirming commitment from President to withdraw departments from resource allocation requests if CPR/APRs are incomplete. | 11:10-11:20 | -Send out 4-yr cycle with each year responsibility |
|  | Sustainable p/t assessment | What will we do this year? Is there money?  -VPI Besikof confirms stipend support for part-timers to be paid for their assessment work for the 19-20 academic year  -Discussion on need for sustainability  -Bring Admin Asst. Casey Frahm in to group to work on sustainable structure  -Need long-term, sustainable solution to supporting assessment work  -Defining “sustainable”? Money? Process? Both with efficient processes | 11:20-11:30 | -Continue researching other models for PT assessment work support and long-term, sustainable solutions |
|  | Roles for committee members | How can committee members best support the areas they represent?  What are the expectations of committee members?  1. Propose each member identify 5 courses from the area they represent which may be suited for ILO focus (Global Awareness)  2. Confirm give surveys to clubs, surveys at events to capture Global Awareness focus for data for ILO assessment  3. Ideas for approach for ILO – try to have as many people do something that may be just a little related  4. Have those courses be super specific  //////////////////  Looking at membership roles and responsibilities:  1. Difficult to departments sometime and/or department doesn’t have course fitting ILO focus  2. Not listed in membership – helping with approvals, though tough to allow approval access  ///////////////////////////////////  -President at Institutional Effectiveness Committee meeting– sounding like all resource requests need to show how assessment results inform resource requests.  -----Confirming that not all resource requests may from assessment results.  -Need division training, need PD days, need department chair training/check off list | 11:30-12:30 | 1. Focus more on marketing the Survey and Rubric  2. Request CTE meeting for ILO assessment and mapping  3. Create form to vote on next meeting – concrete tasks  4. Have division meeting to watch assessment video  5. Document learning sessions  6. Add Accreditation to agenda for next meeting |
|  |  | -Voted and Approved to add membership process to agenda  -Discussion and vote on terms and/or term limits to membership  Vote on: Learning Assessment Committee members are appointed to a 2 year term, appointed by the Faculty Senate President, with no limit to the number terms a committee member may serve.  Confirming that this is only for faculty and not classified, student, or managment |  | 1st: Vina Cera  2nd: Rudy Besikoff  passes  1st: Vina Cera  2nd: David Ross  Abstain: 1  Passes |
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| **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. (BIOL, BUS+, CHEM+, COSM, DANCE, MUSIC, THART, CULIN, ECT, EET)  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. | | | | |