**Laney College Learning Assessment Committee Agenda**

 **MINUTES November 15, 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, Louis Quindlen |
| Business | *vacant* |
| 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 | Emilio Cruz |

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|  **ITEM** | **DESCRIPTION** | **Time** | **TODAY'S ACTION(S)** |
|  | Sign-in/Introductions | Present: Anna Cortesio, Vina Cera, YiPing Wang, Cheli Fossum, Felipe Wilson, Heather Sisneros, Rebecca Bailey, VPI Rudy Besikof, Emilio CruzAbsent: David Ross (at District Math meeting), Louis Quindlen (at CE meeting), Cynthia AlvaradoGuest: Student -  |  |  |
|  | Public Comment |  | 11:00-11:05 |  |
|  | Approval of Minutes/Meeting notes | From 11.1.19 | 11:05-11:10 | 1ST: Vina Cera2nd: Cheli FossumAbstain: 2Passes |
|  | Brief items | Update on services assessment, last meeting of the semester will be a work session for accreditation ISER, CPR/APR chairs given “last minute” assessment help schedule 1. SLO Symposium in February at Monterey Peninsula College2. Rebecca and Heather availability calendar for Program Review help and the Assessment Planning document assistance3. Prepare draft resolution providing guidelines on teaching faculty to use META versus doing the META work for them. META ASSESSMENT MODULE purchased to help streamline the the work as it is all in the same system.  | 11:08-11:23 | * Prepare a draft resolution relating to help guidelines in teaching faculty how to use META
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|  | ILO #4 | Updates from members on recruiting for ILO (anything not covered in previous minutes)1. Updates: Cheli Fossum Mark Rauzan and Greg Schwartz have collected  YiPing – counsleors are going to work on it Anna – ESOL, English and Journalism to check in with Hether – HLTED 1 can be used YiPing – collecting data to use the Rubric Felipe – Can connect with Ethnic Studies  Anna – did anyone draft a nice email that they would share template –  The clubs and such ROC, UMoja Emilio – student activities - Nov. 2 democratic debateNeed to keep in mind some departments are in Comprehensive Program Review | 11:20-11:35 | * reach out ROC and stuff
* the survey for the democratic activity on Nov. 20
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|  | ILO general stuff | Start working on the future of ILO assessment:* Which ILO next two years? CTE? Combo of CTE and one other? Are we ready to make that decision now?
* Creating common rubrics and surveys for ILOs, what will our process be? Maybe members volunteer do some background work (including looking at past committee work) for a particular ILO and come to committee with a draft in spring, then committee works from there? (surveys would be based on common rubric)
* Perhaps instructional areas focus on a single ILO, but clubs/events/PD/etc. can use whichever survey they need for any ILO (continuous data collection)
* 1. Reviewing the survey links, Rebecca using survey as extra credit (after doing an assignment)

2. Surveys good for events and clubs and rubric is more designed for a graded assignment. If they do not have SLO that is mapped to an ILO can use the survey for 3. students are not filling out the common rubric can be data to put into META.4. Key focus for the rest of our time to develop common rubric for all the ILOs along with surveys for each ILO and then any event, assignment, workshop can use any ILO survey/rubric at any time.5. Goal for committee being, with all the data, analyzing the data for campus-wide improvement6. QUESTION OF WHICH ILO FOR THE NEXT YEAR? Cheli – pairing CTE with Personal and Professional Development together for the next two years. David had created 4 rubrics for communication which can be a great template7. OUR PRIORITY – DEVELOP CTE AND PROFESSIONAL DEVELOPMENT RUBRICS AND SURVEYS8. WHAT WILL BE OUR PROCESS9. Rudy – there may be non-CTE areas where that ILO is being addressed. Discussion on how CTE may be able to be used in academic areas. 10. Discuss strategies for how to develop rubrics and subsequent surveys. Louis QuindlenCTE categories that would be important for categories on the rubric—First Step: --attend LCTEAC (Laney CTE Advisory Committee) meeting with a template to develop CTE rubric. 11. Anna interested in Critical Thinking and Communication ILOs---she can take a look at what is already there Felipe, YiPing, Cheli are open to any ILO  Each person can come with ideas and thoughts of rubric as a beginning point for each rubric.GOAL: everyone develop ideas for rubric development. Use some of the previous work to help Cheli: keep it simple and easy to use – create something that will then give us information that is going to be useful. Kinda of diagnosing problem areas. “Identifying Gaps” similarity. --Other campus – did communication as an ILO and found that students were lacking research skills, so the whole campus got on board with providing workshops and such to address the gap. The need for systemic training. Lack of accountability for PD participation. Being oriented and trainedResolution to have training empower them to learn how to use the system. Discussion on having flex days that provide ample time (days) to be trained, have professional development, and accountability of attendance. What to try first: find out what the college constraints are.  | 11:35-12:30 | * put survey links on website-the template of how to do it
* in survey add in the “supports current thinking”
* fix social justice survey
* find the communication rubrics
* Solidify Ian Latta’s Critical Thinking information
* Develop CTE rubric template to take to LCTEAC meeting
* find communication info on web and give to Anna and possible put on web
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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. |