**Learning Assessment Committee**

**MINUTES - February 7, 2020**

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

**LAC Membership 2019/20**

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| English | *vacant* |  | Visual and Performing Arts | *vacant* |
| ESOL | *vacant* | 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** | **)** |
|  | Sign-in/Introductions | Present: Rebecca Bailey, YiPing Wang, David Ross, Vina Cera, Cynthia Alvarado, Emilio Cruz, Cheli Fossum, Rudy Besikof, Felipe Wilson, Chris Weidenbach |  | Put ILO 4 rubrics on webpage |
|  | Public Comment |  | 11:00-11:05 |  |
|  | Approval of Minutes/Meeting notes | From 12.6.20, Vina first Louis second, passes | 11:05-11:10 |  |
|  | Brief items | Feedback on Meta from Chemistry department, Rudy on accreditation  Cheli, chem using Meta actual assessment may be more complex than system accounts for in success criteria, I think chem needs training on higher levels, can use success criteria if useful but not a launch requirement , are success criteria necessary, do they need to write it for laypeople, is it compliance, at every midsemester flex chem wants 2 hours set aside to talk about assessment, committee agrees  Louis motions that LAC recommends all college flex days accommodate 2 hour department meetings with at least one hour set aside for assessment discussions such as: planning assessment activities, developing rubrics, analyzing results, and/or creating improvement plans. These discussions should include all aspects of assessment including course, program and institutional levels. (WE ARE TABLING TO DISCUSS FURTHER AND BRING TO OTHER CONCERNED CMTES AND SENATE)  PREVIOUS LAC had questions to guide discussions  Having morning meetings trainings for departmental meetings, I would like to create training video for this, maybe mock department meeting  I will take to senate  set aside an hour or more for assessment discussions as part of their department meetings  Rudy, draft of ISER available, more info in Canvas, a first draft of ISER is there, separate folder for what LAC is responsible for, there will also be evidence folders, loading linked evidence 15 min video, at conclusion of standard there will be a conclusions section, recommendations for actionable improvement plans, QFE keep doc so people can add stuff – I will suggest developing survey out of that, functional map was given by district, IEC will consider the actionable improvement plans and QFE potential topics  Email rudy and cmte with what my QFE recs were (find notes think it was meeting with Stephanie) | 11:10-11:15 |  |
|  | CPR update | Departments in CPR Fall 2019, assessment validation (see CPR assessment summary doc)  Intent is to have Improvement Plans for all departments not validated. Coordinators will follow up with departments that still need plans or have other concerns  Problems in CTE areas, chairs may be p/t folks lack of understanding but importantly lack of staffing, CTE assessment coordinator that is compensated,  Strong workforce funds, Cynthia volunteers to help Cosmo  Do we need another CTE position on LAC  Rudy: needs to be reconciled at some point | 11:15-11:25 |  |
|  | Recommendation | Draft: Assessment Training Guideline  **In order to promote faculty and classified staff autonomy and sustainability of completing assessment work, the Learning Assessment Committee has established the following guidelines, which are intended to encourage employees to take ownership of their department’s/unit’s work:**  **1. Emphasize using available training materials as a first step**   **2. Encourage folks to contact their LAC representative with intermediate/advanced questions about assessment**   **3. Encourage asking Assessment Coordinator(s) intermediate/advanced questions about assessment, reports (APR, CPR, assessment plans, etc.), or to hold departmental trainings on intermediate/advanced topics** | 11:25-11:30 | Louis first david second unanimous |
|  | ILO rubrics | ILO 1  <https://laney.edu/assessment/rubrics-for-assessing-ilo-1/>  ILO 2  <https://thinkingatlaney.wordpress.com>  ILO 3  ?  ILO 4  Current common rubric and surveys  (add supports current ideas)  ILO 5  ?  Both complex and simple versions of rubrics  Bring it up with LCTEAC, assessment coord will be meeting with CTE folks to begin to develop resources  Louis: Goals and missions should be related to ILOs and PLOs  Chris: need meeting for faculty to meet to discuss topics related to doing their work  Felipe: more professional development (this discussion definitely involves PD)  Vina and Louis: ILO 3  Cheli: critical thinking ILO 2  Rebecca: ILO 5  David: critical thinking  YiPing ILO 1  Felipe ILO 5  Cynthia ILO 5 | 11:30-12:30 |  |
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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. | | | | |