

**Learning Assessment Committee
Agenda for Friday, May 4, 2007
1:00-2:30 pm in T-750**

Members: Tracy Camp, Vina Cera, Peter Crabtree, Cheli Fossum, Jackie Graves, Matt Kritscher, Evelyn Lord, Ann McMurdo, David Mitchell, Mae Frances Moore, Karolyn van Putten, Louis Quindlen, Eliñora Webb, Ed Wright

Start at 1:05 pm

1. **(1 minute)** The last meeting of the semester will be next week – May 11.
2. **(5 minutes)** Need: a how-to manual – SLOs and assessment.

It would be great if we had examples of rubrics and other assessment methods from Laney instructors. There are examples in published books, but I can't include those in the manual. Cheli has files of manuals from Marcy Alan Craig at Cabrillo – CF can modify. Marcy has given CF permission to use them if she is credited.

Would anyone like to look over a draft of the manual and give me comments (preferably more than one person)? It will be over the summer.

3. **(10 minutes)** Need sometime soon – a way to keep track of all of the assessment information. Somewhere to put the SLOs. Some computer program?
4. **(5 minutes)** Need to come up with a format for assessment reports. Also come up with a rubric for evaluating the submitted assessment reports. (Give it to people with the assignment!) (Cheli can work on this but will need your input.)
5. **(25 minutes)** Can we do an intensive workshop after the semester is over?
Which week? May 29-June 1 or June 4-June 7 or 8
Alternative: The week before classes start in August
How to publicize? How to invite people?
6. **(25 minutes)** What can we do for the next flex day workshops in August?

Option: Another session on GE outcomes – use Cabrillo's as a draft and modify it. Split into subgroups – each group work on one outcome.

Option: Work with departments that offer degrees – Have a workshop on developing program outcomes (this is what we said we'd do in the timeline!)

Who would be willing to help plan Fall flex workshops? When should the planning take place?

7. **(5 minutes)** Start thinking of what you want to take on...
We all need to become experts at something relating to assessment.

Initial ideas for summer learning assessment workshop

Invite specific faculty. They can include a buddy or small group from their department.

Co-create it together!

Spend 3 days - 1 week.

We all help each other.

Background reading: Effective Grading (Walvoord & Anderson), Assessing Student Learning: A Common Sense Guide (Linda Suskie)

Suskie lecture – could re-play and provide transcript

We can

1. make sure everyone has SLOs
2. develop assessment methods and rubrics
3. plan how to assess a class or a program.
4. help each other. Get feedback. Provide ideas.
5. By the end of the workshop, have a plan for assessment and tools for assessment in place.
6. SLOs and rubrics can be shared with the college as examples. We can put them on the website and put them in any manuals we make.

Departments/individuals can work on whatever aspect they want. By discussing and giving each other feedback, we'll all learn more about assessment.

See what people prefer. Read at home? Read there?

(Need to read background material, definitely)

Read Marcy Alanraig's manuals

Spend some time in discussion, some time reading, and some time working on the selected project

What can we offer them? Food?

Find out who is interested. How?

Hold it for one week at Laney.

Either : May 29-June 1 or June 4-8

(one week only)

Or: in August before the semester starts