

Laney College  
Learning Assessment Committee  
Meeting Agenda  
October 5, 2005

Expected Outcomes

By the end of the meeting, it is expected that the Learning Assessment Committee will have set a meeting schedule for 2005/2006, compiled a contact list, discussed planning activities for 2005/2006 and designated responsible parties for completion of "First Steps" tasks.

Introduction

- Distribution of previous meeting notes
- Role of committee members
- New committee members
- Updates on activities
- Meeting schedule

Planning for 2005/2006

- Placing Laney on the assessment continuum
- The "FAMOUS" assessment approach
- First Steps
  1. Craft an assessment philosophy (basic principles)
  2. Create a list of agreed upon terms
  3. Facilitate dialogue (Brown Bag sessions in T450)
  4. Create a log of activities and participants
  5. Create an annotated bibliography of resources
  6. Set up a website
  7. School wide survey of existing conditions (Assessment Inventory)
  8. Distribute above materials to all faculty via mailboxes
  9. Track two disciplines at the course and program level (identifying outcomes, measuring outcomes, and analysis of measurement)  
[ Chemistry and Cosmetology? ]
  10. All items listed above to be continued during the second steps
- Second Steps
  1. Analyze school wide survey
  2. Develop a monthly newsletter
  3. Report on progress monthly via the website, newsletter, and faculty senate reports
  4. Create a resource list of library materials and workshop materials
  5. Provide training opportunities on writing outcomes for the course level for disciplines in the Social Sciences

6. Provide training opportunities on writing outcomes for a large department (English, ESL, or Math)
7. Provide training on assessment techniques (i.e. rubrics, versus SCANS, versus school-wide inventories)
8. Track an additional discipline from the social sciences at the course level
9. Inventory course syllabi in two divisions for evidence of outcomes and assessment
10. Assess the progress of the Learning Assessment Committee