

**Learning Assessment Committee Meeting,
Friday, May 11, 2007
1-2:30 pm in T-750**

Present: Vina Cera, Peter Crabtree, Cheli Fossum, Denise Hum, Evelyn Lord, Mae Frances Moore, Karolyn van Putten, Louis Quindlen

1. Denise Hum was introduced as the newest member of our committee.
2. Cheli met with Ed Wright and others from the Services area. Wandra Williams has already developed outcomes for Tutoring. Judith Cohen from Classified Senate and Sandra McGee were ready to step into the fray in that arena.
3. Notes were sent out via FAS, and comments and feedback were requested regarding the Professional Day Workshop. A deadline of 5/29 was given, after which results and suggestions will be incorporated into further training events.
By the Oct. Flex Day, we should have a draft, based on the Workshop, Comments and discussions in committee, to bring forward to our Faculty Senate, Dept. Chairs and the DAS.
The opening Fall College Day was filled, but it was decided to have a Time Line, the Gen Ed outcomes to date, and an update of our progress, written up to be distributed then, and hopefully a brief address made to remind all of the process.
Though daytime was filled up, it was suggested that we could possibly do an evening session for Part-Timers that day.
4. Planning for Flex Day in Oct:
 - workshops for Program Outcomes (deadline end of Fall/07)
 - they should be scheduled in 2-hr. blocks
 - we should provide both vocational and academic models
 - though these 2-hr. frames will not allow for assessment training, we will provide some examples – Louis will present Machine Shop Program outcomes and assessments from the vocational side
 - dept. course outcomes should link/map to their program outcomes
5. With regard to finding a way to keep track of all our data and information:
 - the Office of Instruction charged us with checking out suitable software
 - we will be looking at TracDat, Elumen, Curricunet, and others
 - Louis mentioned that several participants at the Voc. Leadership workshop were very pleased with their use of Curricunet. Evelyn Lord will be looking into this package.
 - ascertain that whatever we choose will be compatible with our current web software, though the general opinion was that as long as we could link to it, it wasn't critical
 - find out how we could host the site
 - make sure it's user friendly
6. Plans for our 'Intensive' workshop to be held 5/29-6/1:

- went over ideas advanced at previous meeting
- flexible on content, so participants can work on areas of interest, such as rubrics, assessment instruments – we'll use our outcomes for examples in the Handbook for the Fall
- another focus could be to produce documentation for the Self Study
- possibly a workshop for deans?
- have to come up with more ways to bring in the Services component – rather than program outcomes, perhaps think in terms of the ways Services forward students' achieving SLOs, institutional goals and mission - the library can be a model here
- if any classified participants, then it would behoove us to schedule a specific day, so managers could provide release time
- just by getting a dialogue going in the services and classified areas, addressing problems could lead to progress with outcomes
- need to find ways to bring in administrative, maintenance (district) areas – we're hoping to invite Connie Portero, Research Officer
- we will each try to get at least one other person to participate
- will limit enrollment to 20 participants at one time
- will look into providing food and drinks, maybe even some massage therapy towards a relaxed, non pressured working environment