

Laney College
Learning Assessment Committee
Meeting Notes for September 1, 2006

Members present: Vina Cera, Cheli Fossum, Jackie Graves, Evelyn Lord, Ann McMurdo, David Mitchell, Mae Frances Moore, Louis Quindlen, Linda Sanford, Karolyn van Putten.

Absent: Tracy Camp, Ed Wright.

1. Meeting dates for Fall 2006 confirmed. November 10 is a holiday, so the November meeting date is changed to Nov. 17. The meeting dates are: Sept. 1, Sept. 15, Sept. 29, Oct. 13, Oct. 27, Nov. 17, Dec. 1, and Dec. 15
2. Brown Bag schedule was determined. T-450 has been reserved for the following dates from 12-1 pm.

Wed. Sept. 27

Wed. Nov. 1

Wed. Oct. 11

Thu. Nov. 16 *

Thu. Oct 19 *

Thu. Dec. 7

* Cheli can't make these dates due to time conflict with Division department chair meeting.

At Brown bags, discuss program-level outcomes, institution-level outcomes, program review, etc.

Comments/ideas:

Find a way to encourage administrators to come to the brown bags.

Counseling wants a workshop.

We have to address outcomes and assessment for student services – we haven't thought about that yet.

Decide on Brown bag topics and put out a schedule ahead of time with the topics listed.

Could repeat some.

Our primary charge is to disseminate information.

We could change the location of the brown bags every once in a while to broaden it.

3. Do a workshop on writing SLOs on Flex day – Oct. 25
Cheli will contact Nola Hadley and ask about the schedule for that day. Cheli will submit a workshop proposal.

We need to look at samples of SLOs that our faculty have already submitted.

4. For institution-level outcomes:
First, look at what other institutions have done.

We will come up with suggestions
The subgroup will collect examples and think of our campus – modify or write new ones.

We need to train ourselves and have a vision of what we would like to roll out.

Maybe we can have a campus-wide discussion during the later Spring flex day

Before departments do program review, they should develop program outcomes and course outcomes. They can't do it in a vacuum.

Subgroup for institution-wide outcomes: Linda, Vina, Evelyn, Mae Frances, Cheli

5. Schedule workshops with ESL, English, and Math
(ESL scheduled for Sept. 22, English scheduled for Nov.8, Math not yet scheduled.)

Can deans do something to encourage faculty to attend the brown bags?

Linda will bring up outcomes/assessment orientation with administrators during one of the dean's meetings.

5. Talk to Shirley – have regular reports from the LAC at the faculty senate meetings.

6. Need a subcommittee for student services
Ann? Ed? Involve more people who aren't on this committee.

Suggestion: during the department-specific workshops, identify one department member to be our contact person for any follow-up.