

Laney College  
Learning Assessment Committee  
Meeting Notes for September 15, 2006

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

1. Discussion of the memorandum of understanding from last year. Do we need to do anything with it? Recommendation: we draft a letter for the faculty senate to sign, and have this letter go out to everyone with a copy of the MOU. (cc Evelyn on the draft.) Mention this letter at the academic senate meeting so that senators will know about it.
2. Linda updated us on the administrative role. Program review will happen this spring. It will be tied to planning and budget. Linda gave an orientation on assessment to the administrative team and they have agreed that it is important.

We as a committee can bring this to our division meetings.

We can recommend that SLOs be in course syllabi and have the administrative team enforce it.

This committee could look at syllabi to see how many have SLOs listed.

3. Brown Bag topics:
  - Overview of assessment
  - What is an outcome? How do we assess outcomes?
  - How to write SLO's
  - How to write SLO's (repeat)
  - Introduction to rubrics
  - Introduction to institution-wide outcomes

Cheli will make a schedule and make sure it gets into mailboxes.

4. Linda recommended that all of the LAC members go to Academic Senate meeting on accreditation in January.
5. Discussion of SLO's:
  - Jackie's English class: Foundations in Reading and Writing
6. We will continue discussing our SLOs during the next meeting.