

Laney College
Learning Assessment Committee
Meeting Notes for January 20, 2006

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

1. Discussed status of Assessment Inventory. Cheli reported what's been done so far and distributed the Preliminary Report. Many departments have not submitted surveys as of Dec 20, 2005. Cheli sent memos and extra copies of surveys to those departments earlier this week, urging those departments to submit their surveys.

The committee decided that members would remind those departments to turn in surveys and that committee members would conduct one-on-one interviews with those departments that have not turned in surveys. This information will be collected by February 1. Cheli will make more copies of the survey and place additional copies in LAC members' boxes for follow-up. Cheli will also e-mail the survey to LAC members.

Assignments for follow-up:

Ann – PE, Co-op, Business, Speech (10 surveys)

Vina – Media, Graphic Arts

Linda – Economics, Geography, History/Political Science, Administration, staff assistants (20 surveys)

Ed – EOPS, Calworks, other student services programs (25 surveys)

Karolyn – (4 surveys)

Jackie – English (10 surveys)

Louis – Carpentry, Culinary, ECT, Photography, Welding, Wood Tech (10 surveys)

David – ESL (10 surveys)

Cheli – CIS

Tracy submitted a big stack of surveys from the Math department. No more needed from Math.

Construction Management also submitted a survey this week.

2. Brown Bag Discussions – possible topics were discussed. For the first meeting (Wed. Jan 25), we will discuss the draft of the Memorandum of Understanding on assessment distributed at the district academic senate meeting. The DAS would like to get feedback from each of the colleges, so we will collect feedback during this brown bag session. Evelyn and Cheli will facilitate the meeting. Cheli will attach a copy of the draft MOU to an e-mail to faculty notifying them of the Brown Bag meeting this coming week.

Linda will e-mail the brown bag discussion schedule to Cheli, who will duplicate flyers and have Linda's student aide stuff them into mailboxes.

Additional possible topics for Brown Bag meetings were discussed.

Wed. Jan. 25	draft MOU, comments
Thur. Feb. 9	Outcomes vs. Objectives
Wed. Feb. 22	Fun assessment activity Part 1: developing an assessment rubric
Wed. Mar. 8	Fun assessment activity Part 2: using the rubric to assess (Cookies? Hors d'oeuvres?)
Thur. Mar. 23	
Wed. Apr. 5	
Thur. Apr. 20	Cancelled – conflicts with faculty appreciation luncheon
Wed. May 3	
Thur. May 11	

More Brown Bag Topics suggested:

- Rubrics (save for later in the semester)
- Vocabulary – come up with shared definitions: outcomes vs. objectives, assessment, primary traits, rubrics, portfolios
- Setting outcomes for our institution (Aside: do we want to start discussing this? Should we have a subcommittee start working on it? What have other institutions done? Institution-wide outcomes could address literacy, computation, community service. We could modify the SCANS competencies so that they apply to our institution. We could assess our institution based on students improving, persistence rates, retention rates, etc.)

3. Other miscellaneous ideas:

If we get useful handouts from meetings or conferences, we should scan them and put them on the LAC website. (Cheli can scan documents at home and post them.)

We said we were going to come up with a set of working definitions by the end of the year.

We could possibly invite specific departments or divisions to certain brown bag meetings.

Linda would like to begin each brown bag meeting with the assumption that attendees don't know anything about assessment so that newcomers don't feel like they're in the wrong place. Linda wants to draw as many people in as possible.

Other members expressed wanting to cover new topics in the brown bag sessions so that people keep coming to them.

Linda thought that we should do separate workshops later that help us move toward implementation.

Multi-session assessment activity was discussed: assessing cookies or hors d'oeuvres or something else food-related.

1. Develop primary traits, decide how the food will be evaluated.
2. Assessment of properties of the food being sampled using the rating system developed in the first session.
3. How do we apply this to the classroom?

Cheli distributed information from the LAC website and an updated member contact information list.

Meeting went until 3 pm. We need to pay closer attention to time in the future.