

**Learning Assessment Committee
Laney College**

Meeting Notes for May 2, 2005

Compilation of Resources and Information:

1. In the fall, two sets of resources will be created and put into binders. These will include notes from trainings, list of resources, handout from workshops, examples of best practices, etc. Initially, Linda will house one set of materials in her office (T508) and another set will be placed on reserve in the library. Eventually, one set of binders should be stored in a Faculty Senate space on the 4th floor.
2. As we collect material and become familiar with its content, we will create an annotated bibliography of the resource material.

Website or Library Links:

1. Once the resource collection is established we will post the annotated bibliography, the TOC of the binders, and Learning Assessment Committee meeting notes on the web. Initially, this will be through a link on the Library website.
2. But eventually, there will be a link directly from the Laney home page.

Training and Workshops:

1. Beginning in the fall, we will keep a log of the training that people attend so that efforts are not duplicated and we can ensure that all areas are represented.
2. The first training for the committee and two selected disciplines is during Flex Day in August. The trainer is Ruth Stiehl. She focuses upon Program level outcomes and assessment.

Communication:

1. Dissemination of information (notice of meetings, training opportunities, discussions, etc) will be via the campus mailbox system in the lobby of the Tower.
2. Brown Bag Discussions will be scheduled in T450 for purposes of sharing information and be open to all. These will be thematic and specific and cover a range of topics.
3. Eventually, we will develop a newsletter and disseminate it regularly both via the mailbox systems and on the web.
4. Eventually, we will develop a listserv that can be accessed via the web.

5. A Learning Assessment Committee report should be a standing item on the Faculty Senate Agenda (monthly).

Next Year's Meeting Schedule:

1. Monthly, on the 1st Monday of each month at 3:00 p.m. (room to be announced).
The first meeting is scheduled for October 3, 2005.
2. Future topics include:
 - Designating responsibility for the clerical tasks.
 - Establishing a budget for the committee.
 - Developing the bibliography.
 - Designating a person responsible for the web-based material.
 - Scheduling the Brown Bag discussions.
 - Investigating SLOs in course outlines.
 - Determining how to incorporate SLOs and Assessment in Program Review.