

Learning Assessment Committee

Friday, Sept. 4, 2009

1:00-2:30pm, T-750

Members Present: Vina Cera, Cheli Fossum, Evelyn Lord, Ann McMurdo, David Mitchell, Karolyn van Putten, Elñora Webb. Deans Linda Sanford and Marco Menendez attended briefly.

1. Linda Sanford shared assessment materials authored by Amy Driscoll and Linda Suskie in the hope that they'd be read and discussed by the committee – possibly a book discussion group?
2. Evelyn Lord brought us up to date on what was happening with Curricunet and TaskStream this semester. Both companies are working towards a way for their software to communicate. We are having a college-wide training on Sept. 25 (probably four different sessions) at which point Curricunet will go live.
3. **Membership:** A couple of members are having difficulty making meeting times and one is out on medical leave. Since everyone is way overloaded this semester, we've decided to continue with our present membership as is. We will however, need to find a replacement for our college research person
4. **Meeting Schedule:** Meetings for the rest of the semester:
9/18, 10/2, 10/16, 10/30, 11/13, 11/30 (a makeup meeting), 12/11

3. Updates/Discussions:

- Retreat on June 2 & 3 in F170, was small (15), but very productive and satisfying. Facilitators Cheli and Pinar were convinced that more faculty would input if they had immediate help on hand, and that more such workshops should be scheduled. As of the end of June, 59% of courses and 19% of programs have SLOs. Only 7% of courses are undergoing any kind of assessment.
- To be more efficient and simplify tasks, it was suggested that we consolidate some of the committee's meeting times with the above workshops. These should be directed differently to large and smaller programs, specifying exactly what would be accomplished, so that participants would come with prepared materials. We should target the 5 large departments (Math, English, Business, ESL, PE), start by asking what they needed/how we could help, and personally follow up to simplify and encourage the task. One of our meeting times, (10/16 a possibility) could be followed up on Flex Day next Jan.
- There will be no more cluster leads, for lack of funds.
- There's still a substantial sum left which will be rewarded as stipends for rubrics and assessments. Part-time faculty will be paid at 1.5 times the rate for full timers. The chair has a list of awards for the various reports.

- We are still looking for a facilitator replacement. It was agreed that the position should be filled by a contract person.

4. Plans for This Year:

We referred to the plans listed in the minutes of the last Spring meeting in May.

- Cheli will prepare a list of drop-in assessment/TaskStream help hours in F170.

- There was discussion and acknowledgement of the difficulties inherent in large departments with multiple sessions and large adjunct staff – sheer numbers as well as coordinating meetings. There were no apparent solutions, but suggestions of simplifying the task were made. Some of these were reducing the number of SLOs, and taking random samples when many sessions were involved.

- We also have to stress that our accreditation is at stake without accomplishing at least one complete cycle by the beginning of 2012. There is no getting around this. One of our jobs is to bring this to everyone's awareness level (doesn't make an impression until it's heard at least 29 times?) We need the administration to pitch in, particularly word from the President in his many roles and presentations to the college. We should be reminding him and other administrators of the need and keeping count for the requisite, salient number. A communication from the Senate President went out to him today with specific points and suggestions – Karolyn cc'd the committee members.

- A Senate survey was suggested.

- Though not addressed, we acknowledged that we should be keeping Institutional Outcomes and GE Outcomes assessment on our radar.