

**Learning Assessment Committee Meeting**  
**Friday, January 18, 2008**  
**1-2:30 pm in T-750**

Present: Vina Cera, Peter Crabtree, Cheli Fossum, Evelyn Lord, David Mitchell, Mae Frances Moore, Karolyn van Putten, Louis Quindlen

1: Meeting dates for this semester were confirmed. They are Jan. 18, Feb. 1 and 22, Mar. 7 and 21, and 25, May 9 and 23. The April 11 date was changed to April 4. Classes begin on Jan. 17. Flex Day is Mar. 6, a Thursday, and Spring Break runs from Mar. 24-29.

2: Report of Flex Day workshops:

Three workshops were held. The Program Outcomes led by Louis Quindlen was very well attended and good progress and completion was accomplished by several departments. The other two workshops, on Assessing Outcomes and SLOs for beginners were very sparsely attended. However, because there were few people, there was enthusiastic participation. The SLOs for beginners WS was scheduled in the evening so that evening part timers could attend. However, participants would have preferred for the workshop to be earlier in the day. It was decided that there was no need to schedule workshops in the evening unless participants request it and sign up in advance.

The deadline for submission of report forms is quickly coming up (Feb. 1). There's concern that there will be an insufficient response.

It was suggested that:

- make a pitch for its importance and time factor at subsequent Dept. Chair meetings
- we obtain a list of all the courses offered over the two semesters, plus which have SLOs and assessment methods
- Chairs should be asked to submit a list of all their SLOs for Cheli to review – so that we don't merely have their word, and can put them up on the site for accreditation purposes
- there's a workshop planned for next Thurs. in F170 – to show the LAC web sites, how to access the site and various forms, information and instructions.

We need to have this information for reporting to the accred. cte. Last year it was due in March, but we haven't gotten a request yet for this year.

- an email will be sent to the VPI and the Deans, requesting their support in this endeavor.

We discussed again how important it was to have the CurricuNet relational database for organizing and reporting all of our data. To date, it's not really clear where the District is in its purchase. Although the word is that it's been approved, and all the colleges are in agreement that they want it, there doesn't seem to be any action or knowledge of what's actually happening - possibly as a result of a lack of clear understanding of its value by the Board and CIPD leadership. Meas. A funds are not available for such a purchase. Peter Crabtree said he would send an email to the VPIs, Gary Yee, the Curriculum cte. Since the Dist. is going full steam on 'Passport,' we will look into tying in to the business readiness team to see if we can find some common issues. There is a demo of CurricuNet set up for Mon. afternoon, 1/28, from 1-3pm at the District Community Board Room.

A little less than 1/2 of the depts. turned in their SLO/assessment plans. A discussion was held around how to get accountability. Whom could we get to ply a 'stick?' – deans, Senate, Curriculum cte. scrutinizing outdated CORs? We don't really have either a good 'stick or a carrot.' It appears that our biggest problem in the eyes of the accreditors, will be our lack of integrated planning. We now do have a lot of the components in play, but don't seem to be able to get ahead in the dissemination of the planning process. Without such integration, it will be difficult to make real progress.

Karolyn suggested the possibility of an 'info campaign' to help with the dissemination. Mae Frances suggested a cartoon form vs a textual one. Karolyn will follow up with designing and disseminating.

5: We will do a qualitative/quantitative review of the forms turned in early Feb. to see where we are to date and then create further action plans.

It was also suggested that we look at what departments wrote in their program reviews regarding their course outlines and SLOs.

It's becoming imperative that we have some extra resources. Most faculty are now aware of what SLOs and assessments are and some idea of closing the loop, but the workload, especially this past semester with Unit Plans and Meas. A, have been too overwhelming. We desperately need extra time and stipends to compensate faculty, and to focus on completing our course/program SLO & assessment plans, on our path towards Self Study. Perhaps more Flex Time can be devoted to the task, though there is only one slot left to us currently for Spring Flex Day.

It was suggested that we create a flex workshop on how to formulate an action plan based on assessment results.

The committee decided that for this semester, we would ask departments for the following:

1. An assessment report from each department in which they report on the results they got from the two assessments performed in Fall 2007. Due Feb. 1.
2. A "Department SLO Summary" form that lists the courses and degrees in the department and asks whether each one has SLOs or not. Due Feb. 1.
3. All SLOs that the department has completed so far. Due Feb. 1.
4. For departments that offer degrees and certificates, program outcomes should be submitted to LAC and placed on the departmental website. Due Feb. 1
5. A "program outcomes and assessment plan" should be completed for one of the degrees/certificates the department offers. Due March 10.
6. Each department should assess outcomes in three courses (several sections of each). Choose 3 courses. Within each course, choose 2 outcomes. Plan to collect assessment information from all (or most) sections of these courses. Submit assessment plans for these three courses by March 10.

Idea for how to offer financial support to instructors working on SLOs and assessment:  
Set aside a Saturday morning. Participants would need to produce something to get paid.  
(They would produce whatever the outcome of the workshop is – developing SLOs,  
developing an assessment tool, etc.)

The request for feedback from faculty on the GE outcomes got one very detailed response  
and only a couple of other brief comments. It was requested that we look them over and  
suggest any changes to Cheli via email within a week.