**Learning Assessment Committee Meeting Minutes**

**May 8, 2015**

Present: Chuen Chan, Karolyn van Putten, Kathy Williamson, Chelsea Cohen, Evelyn Lord, Ann McMurdo, David Mitchell, Cheli Fossum

**1. Minutes** from April 24, 2015 were approved.

**2. TaskStream work sessions.**  The first session is Friday, May 22 from 1:00 to 3:00 in F-170C with Vina, Chelsea, Kathy, Karolyn, Cheli and David helping. The second session is Tuesday, May 26 from 10:00 to 2:00 in G-100 with Heather, Karolyn, Kathy and David helping. Louis has offered to pay for lunch again.

**3. Update on ILO #1 Writing Institute.**  We’ve gotten about 15 or 16 participants so far, and our limit is 20. We reserved three rooms in the Tech Center for our use during the institute. At this point in the process, we’re planning each day of the institute—what the main topics are and who’s going to lead each day.

**4. ILO Awareness/Selfie Contest.** We’ve distributed all the main prizes—the iPad and the Laney bookstore gift cards. We’re having trouble getting in touch with the winners of the flash drives. Chelsea will try to “friend” them and send them another message.

We also took pictures of the big prize winners, and Chelsea wants to post a collage of the photos of the winners on the LAC Facebook page, and we also want to send the photos out to Laney-FAS.

**5. Program Learning Outcomes.**  During the Institutional Effectiveness meeting on April 16, we discussed a plan to create all the missing PLOs after we had updated the appropriate course and program outlines. Dr. Webb attended the IE meeting on April 30 and said that we would be sanctioned by the ACCJC because this is an eligibility requirement and critical to our accreditation. So now we have to rush and write all the PLOs that we’re missing by the end of the school year when instructors take off, and after we write them, we have to make them public (on the LAC website). At this point, we only have about 10 programs left that don’t have PLOs. Cheli is pleasantly surprised that so much work is getting done on this in so little time.

**6. ILO Assessment, Fall 2015.** We want to assess ILO #2, Critical Thinking and Problem Solving with different types of assignments in a variety of classes. What could we do to involve lots of instructors/classes? We could create several different rubrics like we did for the various types of communication we assessed with ILO #1. Kathy would prefer to assess ILO #2 with projects, not normal math problem-solving. Chelsea said we could create a rubric for research papers, essays, etc. that would be general enough to assess critical thinking in all kinds of writing in many different disciplines.

If we’re going to ask people to do projects to assess ILO #2, we’d have to let people know before August so instructors could include them in their syllabi. Instead of requiring a theme across disciplines for these projects, we decided to let instructors choose their own projects.

BTW, Kathleen Pappert, the Chair of the Professional Development Committee is asking for a plan for the LAC’s professional development workshops for the whole 2015-2016 year so she can get funding for us.

**7. New Assessment Coordinators.** Cheli and David updated the job description for Assessment Coordinators for Lilia, but she hasn’t posted the opening yet. Heather might be interested, and she spoke to Rebecca Bailey, who may be interested in the job too. We will send another email to Lilia with the updated job description and reinforce that we are resigning from our positions.

**8. Last LAC Meeting.** Our last meeting of the year will be Thursday, May 21 from 2:00 to 3:30.

.