**Laney College Learning Assessment Committee Agenda**

**March 4, 2016 MINUTES**

**11:00am-12:30pm, T-750**

**LAC Membership 2015/16**

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| English | Ian Latta |  | At-Large | Rebecca Bailey (Science) |
| ESOL | David Mitchell | Heather Sisneros (Kines) |
| Math | Christine Will | *vacant* |
| CTE | Vina Cera | Fan Warren |
| Library | Reggie Constant | VP of Student Services or designee | Cassandra Upshaw |
| Counseling | Terrance Greene | VP of Instruction or designee | Dr. Chan |
| Business/Science | Cheli Fossum (Science) | Student Representative | *Vacant* |
| Humanities/SocSci/Kinesiology | Scott Godfrey (Hum/SocSci) |  |  |

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|  **AGENDA ITEM** | **EXPECTED OUTCOMES & OUTCOMES ACHIEVED** | **DISCUSSION POINTS** | **FOLLOW UP ACTION & Responsible Party** |
| Sign-in |  |  |  |
| Public Comment |  | * Rebecca: March 21 deadline for Departments to have their assessment cycle planning document turned in
* Just using the spreadsheet for planning is a good idea—semester, year, and PLO mapping
 | 1. Develop protocol for submitting planning document |
| Approval of Minutes/Meeting notes |  | * N/A
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| New Members |  | * Scott Godfrey, Christine Will
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| Moodle & ILO Project  | * Develop a document for each project for submission to the VPI encompassing timelines, resources, needed, benchmarks, goals, etc to justify the release time requested
 | * See Notes below:
* It is really important to have people say what they really think so we can do a really good job creating these tools for them
 | 1. Meet with Scott to solidify details for Moodle Project2. Meet with Ian to solidify ILO Project3. Create and submit “Non-Instructional Assignment” formS to VP Celhay |
| PLOs |  |  |  |

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| **Moodle Project Brainstorming Notes****SLOs**Student will acquire a basic knowledge base of SLO, PLO, ILOStudent will demonstrate an understanding of all concepts presentedStudent will be able to perform an analysis of data and understand its resultsStudents will design a usable rubric**BLOCK IDEAS**Get a password/get into MetaHow to navigate Meta (scavenger hunt)SLOPLOILOCritical Thinking ILOHow to Develop MetaDocumenting DataHow to Analyze DataMapping“I am already Assessing. Now what??”**HOW WE WANT IT SET UP/INTERACTION WITH STUDENT**User FriendlyPainlessREALLY worth my timeWas it pleasant?Conversational**TIMELINE🡪**Build now and over summer = .2Open it up F’16 in time for Professional Development  Offer PD session where they do module 1 of getting password/log in, etcAdminister class F16 and Spr17 = .2 @ semesterGoal is = average 30 students per semesterOther Duties as Administrator: The face and marketing**LOGISTICS:**IS A TRAINING SESSION, NOT A CLASSTotal time for whole class is 2-4 hoursBlocks need to be printableNicely laid outSome progression from one block to nextOpportunity to revisit blocks**INCENTIVE TO TAKE CLASS:**Part timer experience to put on resume for full time employmentPD hours TBD – for salary advancement**INSTRUCTOR LEVEL OF CONTACT/FEEDBACK🡪**Immediate feedback on questionsGrading of quizzes, tests, assessment of homework assignmentsLive meetings for follow up if need be | **ILO Project Brainstorming Notes**ILORubrics now and summer, why is critical thinking important, definitions, best practices, find out about previous ILO work,5-10 departments – range of definitions and rubricsFall flex week activities, what are departments/faculty doing now? Emphasize critical thinking piece as opposed to assessment, why is our institution committed to critical thinking, why is it important and what does it look like with a lesson or presentation on critical thinkingWebsite – place for incoming ideas and assessment rubricsPlace to share and postFallChairs meetingMeet individual chairsstill open to other departmentsOne end goal: handbook also useful to student services, sharing improvements with LAC and possible next ILO coordinator, and intensive workshop where faculty can learn how to improveOngoing trainings that are compensated |