**Laney College Learning Assessment Committee MINUTES,** Friday, Sept. 11, 2015 1-2:30pm, T-750

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| **ITEM** | | **DESCRIPTION** | **Date/Time** | **TODAY'S ACTION(S)/responsible party** | **TO DO:** |
| **I** | Welcome, What’s new/different/important this year | * Honor Cheli and David for the work they have done in the past. Thank them for helping so much with the transition. * Present: Vina Cera, Cheli fossum, Adrienne Oliver, Rina Santos, Evelyn Lord, Rebecca Bailey, Heather Sisneros, Chelsea Cohen (8). * Absent: Dr. Chan, Karolyn van Putten * Stepped Down: Kathy Williamson, Ann McMurdo | 1 – 1:05 | -update minutes and put on website  -send minutes for next mtng prep | -have agenda’s printed  -email Christy for keyboard |
| **II** | Time/date changes for future meetings   * 1st and 3rd Fridays, 11-12:30 in T-750 | * OCT 2, OCT. 16, NOV. 6, NOV. 20, DEC. 4, DEC.18 | 1:05 – 1:10 |  | -put on website  -outlook calendar & gmail |
| **III** | Suggestion from CC Co-chair: LAC camps overlap with CC   * September 25th, 11-1; October 9th, 12-2 locations TBD | * Location is now determined: Graphic Arts lab (A-153) | 1:10 – 1:15 |  | -put on website  -advertise camps |
| **IV** | Rubric for SLO approval | * Mapping will be different in meta –will be SLO to PLO to ILO, except the stand alone * Bloom’s confirmation: Cheli at least ½ of the slos are higher level “apply” is not quite higher level. * Addrienne- Blooms Taxonomy as a flex day workshop * Vina- email showing documented examples of why courses did not get approved at state. Not just SLO, but importance of needing to match course outline. * The assignment section of the Course Outline in CurricuNet –have the assignment match and SLO and then that matches the PLO and that matches to ILO * Have Lilia ask commission if what we are going to do – is that good enough. * Cheli—it seems what your suggesting is not enough, then we need to change things completely. It seems that when reading the standard it doesn’t seem to be what assessment is supposed to be for * Stand alone: * If you were offering a degree then did you have to offer the AA-T degree * How do you map a class that maps to more than one program? | 1:15 – 1:20 | -Talk to Lilia to ask ACCJC if this will be valid for evidence | -Get Cheli’s rubrics for next meeting  -bring Blooms’s  -Bloom’s Taxonomy for a workshop  - |
| **VI** | LAC Membership | * Question on joint committee –v- subcommittee * Differing views on comm. Will confer with FS Pres. * Evolution of membership categories— * Looking at membership categories of Faculty Senate, Curriculum Committee, and College Council * Student member- Chelli & David had talked to ASLC president and they appointed a student who was an officer in the ASLC * Evelyn Lord – 1 english, 1 esl, 1 math, 1 lib, 1 counseling, used to have VPI on committee (or designee) * Vina Cera – 2 cte for sure * Evelyn Lord – ethnic studies is huge, maybe ask from someone and pull from those areas * Comments: EL like at large and that it is 4 * In FPC – they set up areas | 1:20 – 1:30 |  | -send to FS president, Lisa Cook to be on FS agenda DONE 9/11/15 |
| **VII** | LAC Charge – roles/responsibilities of committee members | * With Student Services – need to meet with Mildred * Student awareness---Cheli - ACCJC rubric – had a part about student awareness * Vina—are we only doing instruction? Do we assess administrators? Student services? * IE committee---might be where handling administrators assessment * Vina- tried to get ss involved in past * EL agrees and LAC used to have a classified * Rebecca- SS does program review, apu’s and assessment. * Cheli-if we aren’t watching out for it (assessment in all areas), then it will fall through the cracks. * RB – there needs to be a defined relationship with SS * Rina – our responsibility to try for student involvement? Wants something defined in there for student awareness * For Students – put in syllabus as awareness….and half way through semester send email to instructors to remind them to maybe ask their students about SLOs * Reb calls, Heather, EL second, unanimous……. * Parliamentary acts---consensus is valid | 1:30 – 1:45 | -email Mildred to meet with her  -half way through semester, email instructor about SLO inquiry  -define relationship with SS  -ask IEC to assess administrators | - Put circle of life as its own sheet to give anyone —put on the face of our webpage  -keep watching for assessment in all areas |
| **VIII** | Excel spreadsheet for documenting the assessment cycle | * Ran out of time | 1:45 – 1:50 |  |  |
| **IX** | Preparation for Departments sheet | * Ran out of time | 1:50 – 1:55 |  |  |
| **X** | ILO Rubrics | * Ran out of time | 1:55 – 2:20 |  |  |
| **XI** | Program Review alternate wording (feedback, suggestions) | * Alternate wording discussed, changes made. Ran out of time. Will send to LAC to look at on Monday. * Goal: FS approval at T 9.16.15 meeting. Final copy to Lilia. Final copy uploaded to Program Review website and made available to dept chairs/coordinators by Th 9.17.16 | 2:20 – 2:25 | -finish updating  -email updates to LAC by 9/14/15  -FS agenda item for T 9.16.15 |  |
| **XII** | Initiation Form | * Ran out of time | 2:25 – 2:30 |  |  |
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