**Laney College Learning Assessment Committee Agenda**

**September 15, 2017 MINUTES**

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

**LAC Membership 2017/18**

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| English | Ian Latta |  | At-Large | Rebecca Bailey (Science) |
| ESOL | David Mitchell | Heather Sisneros (Kines) |
| Math | *vacant* | Anna Cortesio (ESOL) |
| CTE | Vina Cera | Fan Lee Warren (Art) |
| Library | *vacant* | VP of Student Services or designee | Cassandra Upshaw |
| Counseling | Terrance Greene | VP of Instruction or designee | Dean Julie Kirgis |
| Business/Science | Cheli Fossum (Science) | Student Representative | *Vacant* |
| Humanities/SocSci/Kinesiology | Felipe Wilson (Hum/SocSci) |  |  |

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|  **ITEM** | **DESCRIPTION** | **Time** | **TODAY'S ACTION(S)** |
|  | Sign-in | Present: Ian Latta, David Mitchell, Vina Cera, Cheli Fossum, Rebecca Bailey, Heather Sisneros, Anna Cortesio, Dean Julie Kirgis, Fan Lee WarrenAbsent: Terrance Greene, Felipe Wilson |  |  |
|  | Public Comment | * Canvas trainers had to participate had to submit several weeks of online curriculum to DE committee and there is concern about assessment on the DE side.
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|  | Approval of Minutes/Meeting notes | From 5.26.17 | 11:32-11:37 | * Fix David’s last name
* Passes with Abstain-Cassandra and Fan
 |
|  | Announcement for Assessment Module | * Rebecca and Heather will review last pieces of changes
* Laney will be using Meta for ALL data recording this year, TaskStream gone by end of May
* Each college needs someone trained for getting data out of TS
* *Siri signing off on first 2 levels of META Assessment Module*
* *Siri and Chioma – each college will identify someone to transfer data*
* *Still pushing for classified assessment/accjc person*
* Anyone interested in serving on Faculty Senate Work Group on the As Stadium?
 | 11:05-11:10 |  |
|  | Dean’s Report | * Dean’s meeting yesterday-APU-this year is last year for paper document
* Yashica offered to have someone in her office and gather data and use it to attach it to back and don’t have to
* Cheli is on the APU workgroup with Siri.
 | 11:10-11:15 |  |
|  | Student Services Report | Cassandra:* Mildred Lewis and Cassandra met with Dean Graves and Kevin Wade to get started with assessments. Want to know when ACCJC visit is again.
* Consensus of not using SAO (Service Area Outcome) terminology as it sets up a dichotomy between the two.
* Presenting models: 2 documents to help facilitate setting up outcomes and assessment on the student services side
 | 11:15-11:20 | TO DO: Find the date that ACCJC will come and visit to give to Cassandra so they can begin creating their game plan. |
|  | Review of Charge/membership | * Difference between mission and charge: mission is bigger, general statement and charge is the actual tasks.
* Something to consider: adding student services to the “ongoing instructional...” section of mission.
* Struggled with Student Services participation in past
* Proposed changes to mission/charge

Separate out:* Work with faculty and deans to clarify needs and requirements in regard to assessment, and provide support to departments/units.
* Assist department/units in meeting accreditation standards pertaining to assessment.

And add “…and training…” after “…and provide support…” in first sentence. * Work with faculty and deans to clarify needs and requirements in regard to assessment, and provide support and training to departments/units.
* Combining Counseling and Library as SS focus and Library no longer offers classes with counseling having small number of
* Change “No more than two faculty members from any one area.”

To* “No more than two faculty members from any one ~~area~~ discipline.”
* Cassandra will work to identify student rep.
* How to get better participation with students.
* Attempt to solve it, a rep from all committees will present themselves to student government.
* Have we talked to business if we are creating their own?
* Trying to think about positons and not particular people.
* Using FTEF = number of faculty in each department - to help determine balance on departments in membership
* ADD Visual and performing arts – art, theatre, dance, music
* Then get rid of one at-large
* Culin/cosmo –target having one of them on committee

Adding the languages to Engllish? - But – we have the at-large position to fill ---consensus is to leave languages out and they could fill 1. Add CTE2. Move library with counseling3. move kinesiology to science4. add Visual and Performing Arts  | 11:20-12noon | Vote to approve changes in membership/mission/chargeVina firstJulie secondPasses with 1 abstainTO DO: 1. Take changes to FS Email FS president to get on agendaPresent to FS meeting |
|  | Review/change ILOs (and which one this year?) | * Possibly cutting down to 4 ILOs to better match the new 4-year rotating program review cycle
* How did these get developed? And how can we change them?
* Years ago campus developed GE outcomes as was clearly stated in accreditation. Other schools had ILOs and Laney thought that may be a better route to do for ease of # of outcomes and easier mapping/assessing.
* CTE was added as an ILO to be able to have them map to something.
* Discussion: what is an SLO and how it maps to a PLO.
* The way to think about
* PICK THE ONE PLO OR ILO THAT MATCHES BEST.
* CLASSIFIED SENATE: are just getting together as a solid unit again and put ILOs to classified senate to see how they fit for Classified areas.
* Possible take something from CTE and put in current #5 –professional growth…
* College Council has rep from FS and Classified Senate and Coll. Council can vote on it.
* ASK CTE Advisory Committee about getting rid of ILO – meeting on the 20th WED G 130 2-4 and Vina can bring it to them
* Consensus is to wait on voting ILO #3 out until more campus feedback.
 | 12:14-12:30 | Getting Classified Senate to see their value to ILOs and bringing it to their table. Make a visual Visit CTE group to present idea |
|  | Member roles and responsibilities – sign up for camps | * Learning how to help people at camps
* Camps:
* Anna is training canvas at the time
* Julie met this morning Kevin Kelly – they will be smarting up the TTLC and should mirror the classroom, therefore, all computers will be touch screen just like the classroom.
* 10 90-minute sessions at 2 levels: beginning, and intermediate
 | 12:00-12:14 |  |
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