**Laney College Learning Assessment Committee Agenda**

 **MINUTES October 20, 2017**

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

**LAC Membership 2017/18**

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| English | Ian Latta |  | Visual and Performing Arts | Fan Lee Warren (Art) |
| ESOL | David Mitchell | At-Large (3) | Heather Sisneros (Kines), Rebecca Bailey (Sci/Biol), Anna Cortesio (ESOL) |
| Math | *vacant* |
| CTE (2) | Vina Cera, Michael Mejia |
| Business | *vacant* |
| Counseling/Library | Yi Ping Wang (Library) | VP of Student Services or designee | Cassandra Upshaw |
| Science/KASH | Cheli Fossum (Sci/Chem) | VP of Instruction or designee | Dean Julie Kirgis |
| Humanities/SocSci | Felipe Wilson (SocSci) | Student Representative | Laura Bloom |

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|  **ITEM** | **DESCRIPTION** | **Time** | **TODAY'S ACTION(S)** |
|  | Sign-in | Present; Ian Latta, David Mitchell, Vina Cera, Michael Mejia, YiPing Wang, Cheli Fossum, Fan Lee Warren, Heather Sisneros, Rebecca Bailey, Anna Cortesio, Cassandra Upshaw, Laura BloomAbsent: Felipe Wilson | 1105am Start |  |
|  | Public Comment |  | 11:00-11:05 |  |
|  | Approval of Minutes/Meeting notes | From 10.6.17 Fix: Michael Mejia is the new CTE rep, not a guest. | 11:05-11:09am | 1st: Vina Cera, 2nd: Anna CortesioAbstain: 2Passes |
|  | Brief items | 1. Anyone able to help Rebecca with ETHST today at 1:30-2:30pm. FS lounge2. Training date ideas- 1.) Prof. Dev.  Julie division on PD time TBD 2:30-3:30 div. mtng Waiting to hear from other deans for PD day times -SS plan to pick a date 2.) Other dates scheduled end of semester and finals week for sure Request of committee-look at calendar of dates you may be able to help and email Rebeccaan anyone make Friday 10.20 1:30-2:30? prof day? Finals week? First week of break? | 11:10-11:15 | 1. Confirm with Cassandra/Dean this afternoon |
|  | Dean’s Report | Dean Kirgis at previous engagement (interviews) | N/A |  |
|  | Student Services Report | 1. Tutoring center is staffed and he can talk to students in TRC and empower students to come be a part of assessment. | 11:15am-11:18am |  |
|  | Meta Assessment Module Training | Review Proposal level 1 and Create Proposal level 2LEVEL 11.NAMING CONVENTIONBIOL 4 23456 SLO2 Sp20172.-SLO assessment is really assessing curriculum and not assessing the students which is what grades are for3. ASSESSMENT RESULTS: should be uploading results ie🡪 results in Canvas ----a tally sheet of results ---FERPA issue? This is not a publically available system. --ACTION PLAN: can’t save and now the stuff is gone—this is happening a lotIDEA: provide a template to fill out informationIDEA: possible warning that if you uncheck something, that text box info will disappearIDEA: ask Gnet if the text info can stay “hidden” and not get deleted in case faculty accidently unchecks or unchecks and then changes their minds and wants to check that Action Plan item.LEVEL 21. INDIVIDUAL ASSESSMENTS FOR STUDENTS SERVICES?—there will not be options like this, there will just be the one you are using. 2. sidebar of different slos for courses –v- same SLOs for different courses, Cheli example3. sidebar- how to input data when teaching 4 levels of courses at one time….4. Assessment results – better differentials each results and analysis. By each section and -----if you want to see the actual individual assessment you need to go back to individual assessment table and click on the particular SLO5. ACTION PLAN:  -ready only text box is still clunky --Provide details – what you are collectively going to do in the department in relation to this SLOAt program level, will all SLO data be available to click on? I suppose it would be level 2 or 3 that it would be pulled from…../////The magic happens with collaboration the system is not set up for collaboration if each individual is inputting solo, and possibly one person individually choosing level 2 items without that collaboration. | 11:18am-12:30pm | 1. make naming convention sheet2. refining essentials of assessing curriculum and not assessing the student.3. Keep FERPA in mind4. ACTION PLAN: “Next Assessment” field should be above the “Attach Files” field5. Address Work Flow6. Ask if can keep the info if uncheck an ACTION PLAN box. 1. Naming Convention for Level 2 and 3, etc.2. TESTING CLONING FOR assessment purposes3. ASSESSMENT RESULTS: see item 4 to the left  |
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