**Laney College Learning Assessment Committee Agenda**

**September 7, 2018 MINUTES**

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

**LAC Membership 2017/18**

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| English | *vacant* |  | 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 | David Ross |
| 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 | VPI Rudy Besikof |
| Humanities/SocSci | Felipe Wilson (SocSci) | Student Representative | Laura Bloom |

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| **ITEM** | | **DESCRIPTION** | **Time** | **TODAY'S ACTION(S)** |
|  | Sign-in/Introductions |  |  |  |
|  | Public Comment |  | 11:00-11:05 |  |
|  | Approval of Minutes/Meeting notes | From 5.4.18 | 11:05-11:10 | Approved  1abstain |
|  | Brief items | Meta update:  -Levels 3-7 should be up in the live site by the end of the day  -Rebecca and Heather to test levels and meet with Natalie for changes  Canvas Module:  -Anna and YiPing worked on it  -Anna tested ability to self-enroll in Canvas  -Recommended that faculty log into Canvas first, and then self-enroll | 11:10-11:15 | 1. Rebecca and Heather to continue to test META Assessment Levels  2. Test Canvas self-enrollment  3. Put Canvas “class” instructions on LAC website for faculty to utilize |
|  | Review Goals established last meeting | 1. Design and customize focused trainings for departments/areas, especially those in Comprehensive Program Review. (ART, CIS, COMM, GRART, JOURN, KASH, MACH, MEDIA, PHOTO, WELD) **agenda item below**  **-**Program Assessments have been put up on the Assessment webpage by Rebecca.  -Committee members should become familiar with the Assessment webpage  -Rebecca and Heather to present the Comprehensive Program Review Assessment Planning Guide at the Dept. Chairs meeting on TH 9/13/18  2. Balance work on META with work on the many other aspects of assessment.  3. Improve administrative support. “… Deans working closely with Assessment Coordinators to:   * Maintain awareness of status and progress of departments in their division * Ensure department chairs and/or other faculty leads meet with Assessment Coordinators and use assessment resources * Attend assessment help sessions for their departments * Follow up with departments regarding progress * Ensure department chairs turn in assessment data and plans in a timely manner”   4. Formulate clear plan for ILO assessment. **Agenda item below**  5. Recruit new members for full representation.  6. Clarify roles and support full engagement of committee members. **Agenda item below**  7. Integration of assessment work into college governance. | 11:15-11:25 |  |
|  | Menu | Menu of training items --see Menu document  -other discussions:  1. Recognizing the importance of honesty in assessment inquiries and discussions | 11:25-12:00 |  |
|  | Choosing an ILO | HOMEWORK:  1. Think about an ILO for the year  2. What does your department need for training?  This will help inform the development of trainings  -Possible creation of short videos  Show some good examples of assessment, some bad examples  Recognize different learning styles  Different faculty will find different things useful  -Possible way to have fun awards  -Faculty are hungering for time and space to talk about assessment  -Teaching communities, cohorts  -Summer Writing Institute as a means to implement the Action Plan identified for Communication ILO  Student survey results  -800 Graduates and 56 respondents  -with more time to prepare, looking for an increase in student response next spring  PLANNING:  -Faculty need time on Prof. Dev. Days to focus on assessment  -needs to be scheduled in the day/setting time aside – a 2 hr chunk  -There should not be competing workshops during P.D. | 12:00-12:30 | 1. HOMEWORK –  All committee members think about the ILOs and be ready to discuss options for campus ILO focus.  2. HOMEWORK –  Ask your own departments what they think they need for assessment training |
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