**Laney College Learning Assessment Committee**

**MINUTES October 4, 2019**

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

**LAC Membership 2019/20**

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| English | *vacant* |  | Visual and Performing Arts | *vacant* |
| ESOL | Anna Cortesio | At-Large (3) | Heather Sisneros (Kines), Rebecca Bailey (Sci/Biol), *vacant* |
| Math | David Ross |
| CTE (2) | Vina Cera, Louis Quindlen |
| Business | Kim Glosson |
| Counseling/Library | Yi Ping Wang (Library) | VP of Student Services or designee | Cynthia Alvarado |
| Science/KASH | Cheli Fossum (Sci/Chem) | VP of Instruction or designee | VPI Rudy Besikof |
| Humanities/SocSci | Felipe Wilson (SocSci) | Student Representative | *vacant* |

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|  **ITEM** | **DESCRIPTION** | **Time** | **TODAY'S ACTION(S)** |
|  | Sign-in/Introductions | Present: Anna Cortesio, David Ross, Vina Cera, YiPing Wany, Cheli Fossum, Felipe Wilson, Heather Sisneros, Rebecca Bailey, Cynthia AlvaradoAbsent: Louis Quindlen, Kim Glosson, VPI Rudy Besikof |  |  |
|  | Public Comment |  | 11:00-11:05 |  |
|  | Approval of Minutes/Meeting notes | From 9.20.19 | 11:05-11:10 | 1st: Vina2nd: CheliPass unanimous |
|  | Brief items | Resolution, CPR cycle, update on ISER evidence gathering* Resolution - Unanimously passed at Faculty Senate, will go to College Council, then chairs will follow up with unit/department meetings to ensure curriculum/assessment agendized
* CPR Cycle –
* ISER Evidence Gathering -
 | 11:10-11:20 | Do evidence gathering at a future meeting |
|  | Roles for committee members | Finalize and approve | 11:20-11:35 | 1st: Vina2nd: CheliPass unanimousDedicate 20 min of meetings for contacting constituency |
|  | ILOs | Review how to use Common Rubric and Surveys- present rubric and QR code for use. Present what survey looks like in * Only need to do one global awareness focus point on the rubric
* It is helpful to document number of students in each column of the rubric when assessing
* Add instructions to help inform how survey works, and provide examples
* Add a “no change” column to the rubric
* Anna – example of an assignment her and colleagues used has students articulate the changes they made ---can use this as an example for the campus
* Can also run a Pre and post survey to see degree of differences pre and post (helpful if tallied number of students in each column and pre- and post-test
* Assessment Committee Goal: make rubric for all ILOs, so we can keep tweeking for creation of rest of rubric

Previous ILOs assessment goals included collecting examples of good student work and creating a portfolio  | 11:35-11:52 | TODO:1. Add instructions and examples2. Add column for “no change”3. Provide an example of what a finalized survey looks li4. Get Anna’s assignment as an example5. Make “portfolio” for each ILO so can be used as great examples for dissemination to campus community |
|  | Services Assessment | What’s the plan? Where will the money come from to support the organizational work?Presentation by Cynthia AlvaradoWorking to ensure development of SAOs in all Student Services Units* Dean of Enrollment services wants one SAO that all units will use
* SAO for “X” numbers of students served as a goal.
* SLO should be developed as there is learning by the students occurring
* Cynthia experience at Merritt: SLO very specific to CalWorks and not a blanket SAO as does not reflect outcome needs
* Cheli Fossum: SAOs are descriptions of what office would provide and can have SLOs,
* In past years committee has requested SS designee to come and update committee on progress/challenges/successes in assessment.
* KEY – student satisfaction should be on everything in SS units
* Cynthia Alvarado will do more research on SLOs/SAOs at other campuses
* Discussion on need of SLO/SAO specific to each area/unit:
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Recommendation from LAC:-Administrative units and service areas will each have a specific SLO/SAO as appropriate-At least one SLO/SAO specific to that unit-Coordinator should write and/or have input into the outcomes for their unit-Student satisfaction surveys should be a component of outcomes assessment for service areas-Plan for data entry and training for, need for approval -Funding for AssessmentTHIS IS A DRAFT- next meeting will finalize the recommendation with additions pertaining to ACCJC requirements and other identified needsUpdate on Student Service side of META Assessment ModuleCynthia Alvarado has gone through the Student Services area of the META Assessment Module and it appears to be set up adequately. | 11:50-12:30 | 1. Possible have Dean Mildred Lewis come to LAC and discuss her vision for her units as to  |
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| **LAC Goals 18-19 (items in red are addressed on this agenda)** |
| 1. Design and customize focused trainings for departments/areas, especially those in Comprehensive Program Review. (BIOL, BUS+, CHEM+, COSM, DANCE, MUSIC, THART, CULIN, ECT, EET) 2. Balance work on META with work on the many other aspects of assessment. 3. Improve administrative support. 4. Formulate clear plan for ILO assessment. 5. Recruit new members for full representation.6*.* Clarify roles and support full engagement of committee members.7. Integration of assessment work into college governance. |