**Laney College Learning Assessment Committee Agenda**

**September 20, 2019**

**DRAFT MINUTES**

**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) / TO DO:** |
|  | Sign-in/Introductions | Present: Anna Cortesio, Vina Cera, Louis Quindlen, YiPing Wang, Cheli Fossum, Felipe Wilson, Heather Sisneros, Rebecca Bailey, Cynthia Alvarado, Rudy Besikof,  Absent: David Ross (math meeting at Merritt), Kim Glosson  Guest: VPSS Vicki Ferguson |  |  |
|  | Public Comment |  | 11:00-11:05 |  |
|  | Approval of Minutes/Meeting notes | From 9.6.19  -roles for committee members #3 – the just a little bit related –v- the specific one so they are very specific so they fit well. Worry that slightly related may be considered substandard – that needs to be reflected in minutes--- and attached to number 4.  Confirming that all resources requests may be …..  --difficult for departments to understand section  Yipping is not glosson - | 11:08-11:10 | 1st: Louis Quindlen  2nd: Vina Cera  Unanimous  TODO: update 9.6.19 minutes of info on the left |
|  | Brief items | LAC agenda item at Faculty Senate/College Council re:PGOM (Participatory Governance and Operations Manual), CPR  1. Faculty Senate approved confirmation of chair election clarification on 9/17/19. Approved at College Council on 9/18/19.  2. CPR – at Dept. Chair Academy Day– affirmation that departments will not receive resource request from CPR/APR if assessment/curriculum is not turned in  --Confirmation that assessment planning is done during CPR year (year 4) and each department would review/update planning guide, as needed in the next CPR cycle.  3. IEC report back – committee is finalizing rubrics of CPR/APR | 11:10-11:20 | TODO: keep on our radar that we need to build a structure for the next potential leaders  TODO: send SLO Symposium info to all |
|  | Roles for committee members | Continued from last meeting  1. Differentiating differences in chair/members may prevent building next level of leadership  --Need to structurally build in plan how next leaders will be learning stuff  --Committee responsibilities: goal to build a document of tasks for members to have on hand  2. CREATE “THE TAKE AWAYS” TO BRING BACK TO DEPARTMENT after each Learning Assessment Committee meeting  **3. Motion: The Vice President of Instruction, Vice President of Student Services, and Vice President of Administrative Services will instruct management teams to include assessment, curriculum and administrative processes, and Comprehensive Program Review/Annual Program Review as a standing agenda item to their division/unit meetings and additional departmental meetings.**  --valuable to have built in focus at all meetings  --valuable to document progress and campus discussions/actions on assessment, curriculum, etc.  4. All LAC members invited to attend/assist Program Review Open House On Oct. 10. Along with Professional Day Program Review Sessions.  5. Need to revisit membership to ensure representation in all areas/departments  6. Confirming - last year’s ILO work will be integrated with this year’s ILO work  7. Cynthia Alvarado – can use surveys and rubric in several student workshops  8. Survey and Rubric – needs to accessible and with instructions  9. Survey is in “forms” in Faculty Portal  10. Focus on getting survey out the participants in activities on campus (there was a rally today)  11. Motion to approve the responsibility and task document | 11:26-12:00 | TODO: Create “The Take aways”  **Motion:**  **1st: Louis Quindlen**  **2nd: Rudy Besikof**  TODO: report that back to FS and college council  TODO: make the cheat sheet of ways you can do the ILO  ---options rubric/survey etc.  TODO: examine verbiage to include SS side—ofwhat???  TODO: put the survey out to every---send out the survey to all again  TODO: meet with Cynthia to give me the scoop  TODO: instructions on how to administer survey and rubric on web  Don’t forget to report back on tasks  TODO: get a list of student activities  1st: Vina Cera  2nd: Cheli Fossum  unanimous |
|  | Accreditation and LAC involvement/expectations | VPI Rudy Besikof presents Accreditation and the Learning Assessment Committee’s role in the Institutional Self Evaluation Report  1. Institutional Self Evaluation Report due in approx. 14 months. Started with a Summer 2019 Accreditation Kick off meeting  2. LAC members invited to participate/help at Meetings:  9/27/19 – Evidence Gathering Session  10/10/19 – (side bar – Program Review session)  10/25/19 – Session to build key points that will constitute responses or clarify needs that emerged  11/8/19 – Begin writing sections  4. There is aCanvas shell for ISER work for members to access  5. ISER should be about 200 pages instead of past practice of 600  6. New BoardDocs platform will be a great for campus committees and ISER information documentation  7. Th 9/26/19 – ACCJC VP to visit Laney  8. Standard 2.B 🡪 Question on groups contributing to and leading this section of the ISER. VPI Besikof confirms DE committee will not be writing Library standards though are included with Library and Tutoring in this standard for information gathering and blending of the three  9. Standards with assessment 1b2, 1b3, 1b4, 1b8  10. After 9/27/19 meeting request for 10/4/19 LAC meeting to include debrief of day  11. Previous Actionable Improvement Plans? - we do not have to directly speak to actionable improvement plans from the mid-term reports.  12. Each standard has recommended sources of evidence.  13. Leslie Blackie of Biology inputting assessment into META at several levels which help to show that process is working | 12:10-12:30 | TODO:  For 10/4/19 meeting put follow up of 9/27/19 ISER session as a debrief  TODO: rubric on web  How to show survey on web |
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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. | | | | |