**Laney College Learning Assessment Committee Agenda**

**MINUTES October 18, 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 | *vacant* |
| 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 (12)* |

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| **ITEM** | | **DESCRIPTION** | **Time** | **TODAY'S ACTION(S)** |
|  | Sign-in/Introductions | Present: Anna Cortesio, David Ross, Vina Cera, YiPing Wang, Cheli Fossum, Felipe Wilson, Heather Sisneros, Rebecca Bailey, Cynthia Alvarado, VPI Rudy Besikof, Louis Quindlen  Absent: Kim Glosson  Kim Glosson resigned from position |  |  |
|  | Public Comment | 1. VPI Besikof-thank those who have come to Accreditation meetings  Invite LAC members to Professional Development Day to help with evidence gathering  Prof. Dev. ---invite all to work on Program Reviews also  Additional Tother ISER session to respond to standards on 10/25/19  Rebecca - collaboration as a key piece - encourage all departments to be engaged in Program Review Process | 11:00-11:05 |  |
|  | Approval of Minutes/Meeting notes | From 10.4.19  -fixes cheli: in past request SS to report back | 11:05-11:10 | 1st: YiPing Wang  2nd: David Ross  1 Abstain, passes |
|  | Brief items | PD day (ILO surveys?), Report backs from IEC/College Council  1. PD – identifying activities that can be assessed for ILO#4  2. Report back from IEC – finalization process of Student Services Program Review rubric and suggestion was made to invite Cynthia Alvarado (SS rep on LAC committee)  3. College Council – continue to develop streamline process: Boarddocs, reporting back to constituents is still a key role in membership | 11:10-11:20 | 1. Prepare surveys/rubrics for identified PD activities |
|  | Training for committee members | 1. Relationships: SLOs, PLOs, CPR –  \*Presentation of Program Review Schedule for 19-20 year  -Year 4 (Comprehensive Program Review) Assessment Focus: Departments are to create plan and/or develop Outcomes  -Year 3 Focus: Curriculum Content Review (may change curriculum based off of SLO/PLO assessment)  -CTE: Curriculum Content Review in Year 1 and 3 since mandated to review every 2 years  -Year 2: Program Learning Outcomes are being assessed in this year  \*Presentation of META Assessment Module “The Wave”  -how each assessment level is related to each other, reiterate responsibilities for entering data  -confirming process of each level – important to ensure collaboration at each step and especially at the higher levels to look at data and look at what it means, what changes need to be made based off the discussion of analyzing data  -CTE side – when PLOs are assessed, results should be submitted to Advisory Committee.  -Services areas also have advisory committees and could report back for more participation, engagement, and communication  -SS side – possible 2 levels:  3. How to search Meta for a department’s assessment work  -All members practice using META and navigating find information  -NEWCOMERS? Need to contact Heather or Rebecca to request access  --Request to have META accounts created as onboarding aspect  4. Review ILOs: Common Rubric – Cheli’s instructions  -Goal: looking for clarity of instructions  -Question on #4 -- clarify questions  Motion to extend the meeting by 10 minutes  -ensure editing Question #4  -Item #6 add: request a notice of 6 weeks  Instructional item created as a resource to hand out to faculty  5. Contacting our constituencies | 11:20-12:15 | 1. Ask META if can add Delivery method as non-credit  2. SLOs in Syllabi process - what is it?  3. Begin training at higher levels in META  4. Test cloning from L1 to L2  5. Adding SS and Admin unit assessment work in the wave and the wheel  6. Review need for resource requests in META since we have that in Program Review (what is the value in identifying resource request based off of assessment and is this doubling up the work for faculty????  11. SS side needs 2 levels in META  13. Idea of beginning of each fall of newcomers (onboarding) and getting them META access  14. Send out Cheli’s goods  Extend meeting:  1st: Anna Cortesio  2nd; Louis Quindlen  Unanimous  16. Clarify item #4 and #6 in ins |
|  | Services/Admin Assessment | 1. $$?? How can the college support the plan to make progress on services and admin assessment  -VPI Besikof met with Cynthia Alvarado (SS rep)  -VPI Besikof working on project and is planning on having solution to present at next meeting. | 12:36-12: |  |
| **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. | | | | |
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