**Laney College Learning Assessment Committee**

**MINUTES -- March 6, 2020**

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

**LAC Membership 2019/20**

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| English | *vacant* |  | Visual and Performing Arts | *vacant* |
| ESOL | *vacant* | 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 | Emilio Cruz |

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| **ITEM** | | **DESCRIPTION** | **Time** | **TODAY'S ACTION(S)** |
|  | Sign-in/Introductions | Present: David Ross, Vina Cera, Louis Quindlen, YiPing Wang, Cheli Fossum, Felipe Wilson, Heather Sisneros, Rebecca Bailey, Cynthia Alvarado, VPI Rudy Besikof, Emilio Cruz  Absent: NOBODY! |  |  |
|  | Public Comment |  | 11:00-11:05 |  |
|  | Approval of Minutes | From 2.21.20 | 11:05-11:10 | First: Cheli Fossum  Second: YiPing Wang  Abstain: Vina Cera |
|  | Brief items | Resolution still needs to go to curriculum committee  ---will be on Curriculum Committee today as a resource for Curriculum Committee to follow as template and give guidance  Accreditation update  ---Rebecca and Heather spent 3/4/202 to document bullet points and identify evidence. Goal is to provide information content  ---VPI Besikof – next Friday ISER workday. After 3/13/2020 – following 10 days to produce draft #2 and take it through as an entire document for committees to review/provide feedback along with other larger committees as a first read for those larger committees. Approx. 235 pages and still more editing to work on.  by next meeting have an update of faculty/courses recruited for ILO 4  ---Request committee to bring in their updates of reaching out to departments in their area  ---Inquiry on PTer’s getting paid for assessment work ---yes!  ---Louis – has commitment from dean and CTE around planning the completion of their assessment process (need to set up meeting) | 11:10-11:20 | TODO:  --send out email reminder to committee to bring their update  --Louis, Rebecca, Dean, CTE departments that need assessment planning will be meeting to finish the assessment planning document |
|  | New template for SAOs | Cynthia Alvarado and services update  ---Writing SLOs Document  ---Presented at VPSS Division meeting so all could see the document and be able to create SLOs/SAOs. Still working out who should write the SLOs/SAOs. Provide all divisions with CalWORKS SAOs example that Cynthia Alvarado  ---She will then be showing how to map and describe how this will help with reports, how resource allocation will be from this also.  ---Question: where on the web should SS documents be housed/visible as a resource?  Probably an Admin/Student Service Outcomes page – should be linked to LAC page  ---Need to assure appropriate people have access to META  ---Request from Cynthia to have LAC co-chairs attend Student Services meeting to help answer questions  ---Cynthia Alvarado has written content in the ISER for SS outcomes  ---ISER work next Friday, March 13, 2020 –all are invited to attend (9-12 and 12:30-2:30) are the big sessions. Heather and Rebecca will be there from 10-12. | 11:20-11:30 | TODO:  --create webpage for Admin/SS Outcome page that is attached to LAC  --Cynthia and VPI Besikof will meet with creation of Admin/SS resources  --Rebecca and Heather to attend SS meeting |
|  | ILO rubrics | Quick updates on where we stand with each ILO. Continue the work.  ---#1 **Communication** report back – Rebecca Bailey  ---#2 **Critical Thinking** report back – Cheli Fossum, David Ross à there are different ways to applying critical thinking. Seeing the difference in critical thinking for when writing papers versus applying information to a project. Possibility of CTE ILO that would also have a CTE critical thinking. Problem solving is more of a process while critical thinking is more of organizing knowledge---integration of information. Goal is to create a Critical Thinking Rubric for CTE for higher level coursework of CTE. CTE integrated into all things  Next Steps: look it over, show it to others, get feedback, and test it to try it and see how it goes. (Pilot it)  **---#3 CTE** report back – Louis Quindlen. Looking at Program Reviews, realized to departments need work on their mission. need for Departments to have mission/goals match ILOs to help develop appropriate department goals. Is done at other campuses. Can help define departments mission.  --- *#5* **Personal and Professional** Development report back – Felipe Wilson, Heather Sisneros  Health and well-being has not been addressed yet…this ILO was created to ensure courses that were more items could be addressed. Instead of developing personal growth and taking ownership of personal growth—in a sense growing up. Cheli – possible to have a survey of if they were satisfied. Second level: adding health and well-being ownership and what you are going to do. Can this be used to identify strong points and weak points and find learning gaps. Goal of finding problem areas. Pre/post- test to see where the starting point is. ISSUE ----no change could be a good thing because they are already. Supports current thinking. Possible category of already informed. Before exposure/taking this class/before this experience/have a question  Idea of doing survey to all students when they first enter and then survey again at graduation. Demonstrate a lot of evidence (longitudinal study). Would be a college research process. | 11:30-12:30 | TODO:  ---push for development of PR system to allow for departments have goals/missions that map to our own campus ILO.  --Plan for survey at graduation  --VPI – research that Louis is talking about  ---$10 Safeway gift card for Grads who fill out survey  --give survey instead of dipolma |
|  |  | ISER writing – we have had improvements, there are  NEED TO WRITE MY NOTES ON LOUIS QUESTION  --Professional Development plans for discussion on Assessment and ILOs.  Felipe – planning on longer Department Meetings in late afternoon, talking points for department meetings and having a set of questions that are specific to where the department is in assessment.  VPI Besikof – end department meetings with ILOs and then campus-wide ILO meeting to discuss ILO, the survey, and identifying courses that may speak to ILO#4. Vina Cera comments on tying it into chair meetings.  ---ILO4 – CTE environmental awareness, but the issue of giving people tools to prepare them for the workforce and who you can go to for workplace issues. Teaching mentors to |  | TODO:  --plan a Professional Development workshop or talking points for Dept. meetings  --make a list of talking points for assessment (the Canada report back sheet)---what courses might be ILO #4?  --chair meeting(2nd Thursday of the month) next week and could speak to it  --CTE with a #4 Survey to address culture in workplace and awareness of (integrate in CTE meeting) |
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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. | | | | |