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**Friday, April 17, 2020**

**LEARNING ASSESSMENT COMMITTEE**

**MINUTES**

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| Welcome/Sign In | Present: Heather Sisneros, Rebecca Bailey, Cheli Fossum, David Ross, Felipe Wilson Louis Quindlin, Cynthis Alvarado, YiPing Wang  Absent: VPI Rudy Besikoff  Guest: Francis Howard |  |
| Approval of Minutes | Approval of Minutes from 4/3/2020 | 1st: Louis Quindlen  2nd: Vina Cera  unanimous |
| Items as reminder | Goal 1: Promote Equity   * continue to work on your ILO of choice (same groups we’ve been working in) * You can also encourage folks in the area you represent to use the ILO surveys (I’ll forward the message that has all the links so it’s on the top of your pile) * If you have anyone interested in using the common rubric that’s cool too – people may not be up for something more complicated under the circumstances. But the surveys are easy and very relevant to the current crisis, and I’m sure lots of faculty are developing assignments around the pandemic that would work for the surveys. |  |
| Report back: ILO survey at other meetings | * College Council, Institutional Effectiveness Committee, Strategic Enrollment Management, Faculty Senate, Curriculum Committee, etc. * Key piece is how we might be able to use this in the Admin units * Survey results have a few more responses |  |
| Services Update | * Cynthia Alvarado * Diane Chang - Service Units have been continuing to develop SAOs and will be assessing at end of semester. * Desirables: a sheet that was easy to fill in. Easy to make a report. Cynthia Alvarado will create a template of all fields META Assessment module for Student Services side, and personnel will be able to fill in and have a reference of what the fields are |  |
| Administrative Units discussion on how to apply survey | * How to apply ILO Surveys in Administrative Units. * How Deans or other personnel can apply the surveys. * Cynthia has been working with Administrators to develop SAOs and ensure mapping to ILOs. * Should there be a data set for the admin areas to respond to * Author meets data meets outcomes for critical analysis by directors, vps, president * Rebecca’s example as explained and Rudy comments that this is exactly what he imagined. * How to use outcomes in program review: be able to pull data from META to use for Program Review |  |
| Preparation for faculty recruited to use ILO#4 Common Rubric | * Preparation for further discussion at May 1, 2020 meeting * Gathering notes and compiling the faculty and the work they have done. Example: Nate Pile has some data * Ensure mapping works, etc. * TODO: get META Assessment Titles so we can double check them * GOAL: have data in META and from surveys to be able to analyze during summer and robust discussion campus-wide in the fall |  |

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| inishing ILO 1 Rubric and any others that may be ready | * Cheli Fossum present two draft versions of ILO #1 Rubrics * Presentation from Cheli Fossum * Problem Solving more likely Math, Chemistry * Critical Thinking more like Social Science * Use this with an assignment. Count students in each category for data * Reflection piece is built in META and ensure META is built to have needed questions * Louis Quindlen – alternative problem-solving criteria in relation to mechanical systems & still general enough for other uses. * Problem solving as a totality of the issue. Need to identify the problem to determine steps and possible solutions in order of probability with a check list so whatever issue your working in is addressed. Description of solution is important. How issue created a problem and how you came to that solution – mechanical system – critical thinking: what do I do to prevent that problem from happening again or if it happens you have built a system to deal with that problem. * Decide on separate rubrics depending on type of problem (CTE –v- math) * Solving problem means something is wrong. * Problem more as puzzles. Critical thinking as analyzing why answer is not correct. * How do we figure out what went wrong? * Rebecca on communication rubrics: * Separate rubrics – one for media presentation, writing a paper, working on a project. * Discussion on possible overlap of concepts in rubric First and third second and fourth * Communication closer to finalization * Two versions of Problem solving with refining wording * How would apply to social sciences—clearly state problem, how to solve the problem, how to have the problem not come back * Critical Thinking Rubric adding “context” in first box. * Defining well-chosen …**use reputable** * Is there a way to assess the level of CT based on level of the course and evaluate if level of CT has improved as student works through cohort/levels of courses. * Every ILO will have a common rubric and a similar common survey * Goal: over summer make the rubrics into surveys and have them ready for fall 2020. * Will have one version of Critical Thinking and 2 versions of Problem Solving * Louis – look at rubric college-wide how we looked at the COVID situation * Data to look at: how are we doing with teaching online –v- emergency DE * Did we get devices out to students? …as an example of data we could gather. * COMMUNICATION RUBRIC: Several types of rubrics for different classes * Accomplished, Satisfactory, Unsatisfactory as common categories for all rubrics * Fill Rubric to give faculty/personnel a framework for the differentiation of categories * Provide examples * Rebecca to run Communication Rubric by some folks to get more feedback * TODO: fill out evaluation survey | TODO: META have needed questions built in |
| Next Mtng | Next Meeting-- May 1, 2020 |  |