

Learning Assessment Committee Minutes
Friday, Jan. 28, 2011
1:00-2:30pm, T-750

Members Present: Vina Cera, Cheli Fossum, Mildred Lewis, Evelyn Lord, Ann McMurdo, David Mitchell, Newin Orante, Karolyn van Putten, Kathy Williamson, Eileen White

Approved minutes from Dec. 10, 2010.

Agenda #2: Review of 1/21/11 Flex Day Workshop and plans for future sessions

- well attended, successful event ~60-65 attendees
- though meeting was slated for chairs primarily, many faculty attended
- there were many different levels of fluency with TaskStream, so there were chaotic moments, but with departments working in groups, definite work was accomplished
- we made plans for future sessions:
 - 2/25 in Tech Center (check w/Antoine), from 1-3pm
(word to go out to check login access before session)
 - 3/11 in Tech Center (A105 possible 2nd site choice)
 - 4/29 in Tech Center (Dr. White will check to see if any conflicting campus events)

Agenda #3: Request from VC Ed Services for Assessment Info

- Chair will check to clarify exactly what information she needs to know. We have data re # of courses/programs assessed up to the date of the 1/21 Flex Day workshop, but haven't had time to incorporate what was accomplished on 1/21.
- We discussed relaying samples of departments who've completed assessment cycles, like the Biology Dept.
- When asked for input from Student Services, it was reported that they were feeling very strained currently, because of recent drastic cutbacks in personnel, because they don't feel that the format of TaskStream doesn't fit their workflow comfortably, and that they weren't even notified of the VC's request.

- We discussed possibly approaching the Health Services for input. The Library data was in process, but couldn't report by the requested date.
- We therefore decided to respond to the VC with only academic data.
- The chair will suggest to VC Budd that she address all VPs of Student Services in the future.

Agenda #5: Allocation of Remaining Stipend Funds (See letter from Prof. Krakowski)

- The figures we've heard of leftover funds vary from \$22K to \$40K, and we need to verify the actual amount.

We debated paying the Krakowski invoice, but since she indicated that she was OK with not being paid, and since we'd already put out the word to faculty that funds were no longer available for this work, we decided not to pay her for the assessment work.

- Discussion points:

Union's been told that college has gotten \$ for assessment work, and it is opposed to work without stipends

Was Prof. Krakowski's work as a result of her involvement in Career Advancement Academy – need to carefully stipulate what work is/was eligible

Should P/T senate reps do a P/T survey to try to determine how many have knowledge of assessment criteria and TaskStream – not resolved

Not all P/Ters enter data into TaskStream – often chairs are doing the entering

ESL was polled to see how it was done there: ~60-70% of P/Ters are now doing their own entries

- We discussed how to best allocate whatever funds were remaining:
 - payment to Prof. K. for her work on preparing for learner-centered instruction

- awarding departments for completing assessment cycles

- post awards to give incentives to faculty & staff

- Pay those who have entered assessments into TaskStream

- Keep on paying until \$ runs out

- Make sure stipends for work sound fair

Should we go back to paying team leads according to # of cycles turned in

No conclusions were reached.

Agenda #7&8: Mapping Course/Program/GE/ & ILOs internally, as well as to Mission & plans for assessing GE outcomes

- We discussed using our Ethics/Citizenship GE outcome, which can be mapped to all courses and programs, and which could more easily be carried out with surveys.
- On discussing when to start mapping, we thought we could do them alongside of working on PLOs.
- 2 to 3 ways of looking/mapping PLOs:
 - when 1st introduced
 - when it becomes deeper
 - as a portfolio or a capstone
- TaskStream has not yet been set up to do this
 - we need a curriculum mapping space in TaskStream
 - we need links from PLOs to individual course SLOs
 - we need to research how it's done
- TaskStream will be approached for training for LAC on how to use curriculum mapping functions, how to enter GE outcomes to TaskStream. Cheli, Ann, Karolyn will be initially trained.
- Evelyn Lord agreed to set up a meeting for a subcommittee to work on a survey for assessing the GE ethics SLO, which consist of Karolyn, Cheli, Ann, Evelyn and Newin.