DRAFT – MINUTES

LEARNING ASSESSMENT COMMITTEE

Thursday, October 10, 2019

SV-10

LIST OF MEMBERS PRESENT:

Melissa Anderson (Co-Chair)

Jennifer Fiebig (Co-Chair)

Mariella Baldo (CTE Business)

April Kawaoka (VAMS)

Zachary Matthews (PCA)

Agnes Ventura (Math)

Adrine A. Reganian (Health Sciences)

Salvador Diaz (Business/ETE)

Loknath Persaud (Languages)

A. CALL TO ORDER: Melissa Anderson at 12:06pm

B. PUBLIC COMMENT: Jennifer Fiebig discussed creating better communication between the LAC committee and campus divisions. A possible suggestion for either a newsletter or information via PCC's website. All LAC representatives were asked to think of and email Jennifer with the names of any faculty members from their respective divisions that could be highlighted for his/her SLO work.

C. APPROVAL OF MINUTES, September 12, 2019

MOTION by J. Fiebig to approve the minutes.

VOTE: Carried unanimously

D. NEW BUSINESS

1. Fall 2019/Spring 2020 Assessment Planning

Melissa presented the Fall 2019 Assessment Planning Stats. The proposal is to keep the "Two-Types" of planning. High Section Courses would preplan classes this semester for the next semester. Additionally, faculty should use a common scorecard for SLO score submissions. Adjunct faculty would complete a common scorecard. Regarding other courses. Faculty can create their own scorecards using the faculty-created assessment feature in eLumen (currently inactive). **The committee recommended keeping eLumen “as is”, including having course coordinators who conduct the planning and assist adjuncts.** Zac will share the document that he created for his division regarding a Course Coordinator's "semesterly job flow or duties". The document contains guidelines and a timeframe for semesterly SLO work.

**What should be happening now:**

**Fall 2019**

* Contact FT course coordinators (follow-up for high section courses), planning Fall 2019 Assessments which are due 11/22, pre-planning spring 2020 assessments (recommended due date)
* Melissa (& various leads as needed) will plan in defaults for all adjunct-only courses this semester
* Melissa will review departments as usual and add defaults to departments as needed.

**Spring 2020**

* Get all high-section (any active mid-section) courses planned by end of Fall 2019.
* ~~Activate "faculty-planned" assessment option at the start of the semester~~ (Committee ended up recommending that we keep eLumen configuration as is.)

2. Course Coordinator Clean-up

ACTION ITEM: By the committee's next meeting in November, please provide Melissa with an update of your department's/division's course coordinators or let her know what she can do to better support you.

3. Goal-Oriented Assessment Pilot- Update

Part I: Proposed Project Charter

* Submitted every 2-4 years and contains:
* General descriptions:
* Pick a project that your department/class wants to work on for a period of time. Give your goals regarding how you will do it.

Part II: "Plan-do-study-act" cycle report.

* Submitted every semester/term course is offered.

Current Steps (Fall 2019): Create forms to possibly use to create a project, schedule training and pilot in courses.

Future semesters: Iteratively test and improve materials.

Challenges to be discussed during future meetings. Leadership/Roles/Responsibilities, Education/Cultural Change, Cooperation/Coordination

E. ADJOURN MEETING: Motion to adjourn made by Z. Matthews. Approved unanimously.