

# PCC LEARNING ASSESSMENT COMMITTEE AGENDA

## MEETING INFORMATION

**Purpose:** Determine knowledge gaps & next actions related to the assessment review processes

<b>Date:</b>	10/12/2016	<b>Location:</b>	G2
<b>Time:</b>	2:00 - 4:00 p.m.	<b>Meeting Type:</b>	Regular
<b>Called By:</b>	Melissa Anderson	<b>Facilitator:</b>	Melissa Anderson

## Invitees

<b>Committee Members</b> Melissa Anderson, Chair Arineh Arzoumanian Gia Blount Walter Butler Adrine Reganian Barbara Naylor	<b>Invited</b> Dr. Terry Giugni, Assistant Superintendent/Vice President of Instruction	
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## Members Present:

Melissa Anderson, Arineh Arzoumanian, Gia Blount, Walter Butler, Adrine Reganian

## AGENDA ITEMS

<b>Agenda Items</b>	<b>Presenter</b>	<b>Time Allotted</b>
Public Comment	Open	10 min
Approval of Past Meeting Minutes	Melissa	5 min
Motion: Adrine; Seconded: Arineh		
Reporting out on assigned actions	Everyone	30 min
Adrine: Rubric readings. Consider avoiding numbers to quantify assessment in rubrics. Arineh: LATTC: a lot of forms available to fill out for assessment. Curricular map:to align SLO to GEO. Reviewed SLO Assessment form. Walter: Microsoft accounts - Planner/Hub. Possible tool to help chart progress as we work with different groups. Melissa: SLO Assessment sheet -- Need comments field with check boxes. A simple form is desired to keep review process efficient. May consider a pre-screen and final review model aligned to C&I process.		
What don't we know? (5 Questions)	Melissa	30 min
What's holding people back? What's their level of awareness?  Who do we need to learn from? Faculty - F/T & P/T		

What do we know already?  
Action Plan Stats  
Course Coordinator Stats  
Assessment Planning Stats  
Due Dates

How do we reach people?  
Email

Screeener?  
Demographics, FT/PT, Division / Depts

Mid-Semester Survey- Design

Melissa

30 min

Question themes:  
Time  
Awareness  
Technical  
Perception of Responsibility  
Sense of value - what's in it for me?

Design survey around a ranking system. One question survey so that we can see which areas are impacting the faculty the most when it comes to assessment reporting.

Next Actions

Melissa

10 min

## OTHER NOTES OR INFORMATION

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Barbara will not be able to participate in LAC for now. Will return to the committee once other obligations and commitments have expired.

## ACTION ITEMS FOR NEXT MEETING

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Walter: Will look into C&I process alignment with assessment planning for new / revised course process.

Melissa: Will create and send out survey; Will revise checklist

Arineh: Will look into additional SLO assessment processes at other campuses

Adrine: Finish Rubric Book