

Learning Assessment Task Force
Meeting Notes

November 19, 2013

3:40 pm – 5:00 p.m.

Student Services Center, I4-402

ATTENDEES	Julie Barnes, Chair	Madeleine Hinkes	Marichu Magaña
	Jill Baker	Angela Liewen	Toni Parsons
	Kristan Clark	Pam Luster	Mariette Rattner
	Jennifer Cost	Laurie MacKenzie	Susan Topham
	Ed Helscher	Andrew MacNeill	

AGENDA ITEM A: November 5, 2013 Meeting Note Approval

COMMENTS	Approved.
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ACTION ITEMS	PERSON(S) RESPONSIBLE	DEADLINE
<i>None</i>		

AGENDA ITEM B: Learning Assessment Facilitator (LAF) Update (Clark)

DISCUSSION	<p><i>Mesa College Learning Assessment and Timeline</i></p> <p>Kris distributed the updated <i>Mesa College Learning Assessment and Timeline</i> (see attached). Kris has been meeting with department chairs and is spreading the word about the assessment cycle.</p> <p>Julie: We want to indicate that areas can assess (and are encouraged to assess) more than one SLO. In immediate terms, we want to close the loop on 2012-2013.</p> <p>Laurie: A more detailed timeline might trigger departments to start sooner rather than later.</p> <p>Ed: On December 5th-6th, I want to provide this kind of detailed timeline to departments directly. I'd like every department to send one representative and I anticipate that each will leave with an exact plan for their department or service area. As a result, all areas will be finished by May 2015, and we will have addressed every PLO, SLO and, hopefully, every ILO. In 2016, we will review and begin the process again.</p>
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	<p>“Habits of Mind” Convocation Workshop with Lisa Brewster</p> <p><u>Space:</u> We’re looking for a large room that can accommodate a general gathering and break-out tables for disciplines/programs/service areas. What about the Cafeteria? Kris will look into it.</p> <p><u>Date:</u> Thursday, January 23rd, 1:00-4:00, during Convocation. For about 30 minutes of that time, Pam will give a state-of-the-college address and will introduce faculty.</p> <p><u>Needs:</u> Lisa Brewster would like examples of assessments we’re using on campus. Kris is gathering these for her. Lisa would also like a bowl of nuts and dried fruit for each table.</p> <p><u>Announcement:</u> Pam will send out an announcement regarding Convocation and the “Habits of Mind” workshop. Kris will send Pam a blurb and Lisa Brewster’s bio.</p>
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ACTION ITEMS	RESPONSIBLE	DEADLINE
Find workshop room, provide blurb & bio	Kris	asap

AGENDA ITEM C: Learning Assessment Coordinator (LAC) Update (Helscher/All)

DISCUSSION	To recap, on December 5 th -6 th it’ll be important that every area send one representative. Representatives will leave with concrete plans for assessing SLOs. Specific times and locations will be announced very soon.
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ACTION ITEMS	RESPONSIBLE	DEADLINE
None		

AGENDA ITEM D: New ACCJC Rubric and Mesa’s SLOs

DISCUSSION	Reviewed “Proficiency” <i>Sample Institutional Behaviors</i> from the new ACCJC rubric. Committee members then broke up into groups to discuss and assess the degree to which we are meeting each of the elements at Mesa. Possible action items were discussed to take the college to the next level (see attached grid, “ACCJC Rubric for Evaluating Institutional Effectiveness: SLOs”).
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ACTION ITEMS	RESPONSIBLE	DEADLINE
None		

AGENDA ITEM E: Roundtable

UPDATES	<p>LATF/ILO Retreat: We're looking at January 21st, the Tuesday after MLK Holiday, from 9:00-1:00 (if there's no Chairs Meeting) or 1:00-5:00 (if there is). Location Options: CE or Allied Health.</p> <p>In February, the State Academic Senate will meet in Napa Valley to talk about general education courses with attention to what constitutes a GE course, how we assess GE courses, learning outcomes for GEs, and GE curriculum. We'd like to send a group.</p>
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ACTION ITEMS	RESPONSIBLE	DEADLINE
Jennifer to let Julie know if the Chairs are meeting 1/21 am.	Jennifer	asap

Next Meeting: December 3, 2013, 3:40 pm – 5 pm, I4-402
2013-2014 Calendar: 1st/3rd Tuesdays, 3:40-5, I4-402