Learning Outcomes and Assessment Committee
Minutes
November 18, 2011

PRESENT: Eileene Tejada, Robyn Wornall, Stephanie Burns, Antonio Castro, Gwen Kell, John Dotta, Jessica Millikan, Faye Smyle

GUEST: Ann Gross, Edna Baehre-Kolovani, Sue Nelson

1.0 Call to Order
9:37

2.0 Approval of Agenda
M/S/C (Bruns, Castro) to approve the agenda

3.0 Approval of Minutes from November 4, 2011
M/S/C (Burns, Castro) to approve the minutes.

4.0 Public Comment – None
5.0 Announcements – None
6.0 Questions Regarding Materials Distributed Prior to Meeting
6.1 Eileene reviewed portions of the PowerPoint and presented the remainder of the PowerPoint from the last meeting (November 4). ACCJC Rubric – We are currently at the development stage. We need to be at the proficiency stage by 2012. The rubric was developed by a set of focus groups working with ACCJC. The Curriculum Maps should be generated within the divisions before the semester is over.

Edna reported that both the Chancellor’s Office and ACCJC were aware of the CEO evaluation process. A member of the ACCJC staff attended two Board meetings related to the evaluation process. Edna received a call from Barbara Beno offering technical assistance to the Board of Trustees and to the college for accreditation. The commission is willing and able to provide assistance (training) to the college so that we meet accrediting standards and so that the Board knows its role in accreditation. Edna said that she would work with Eileene and Robyn to come up with a date for the training.

6.2 Timeline
Eileene and Robyn reviewed the timeline. The timeline is intended to keep us on track. There are certain people that have the bulk of the work. The timeline includes five areas for helping to reach the 2012 proficiency requirement: Instructional Programs – Stephanie populated what will be done
Service Areas – Robyn populated what will be done
Institutional/General Education – on track
LOAC – Eileene populated what will be done. The ILO assessment plan needs to be finalized, shared with the Academic Senate and the PDC (Professional Development Committee, regarding flex day spring 2012), and approved by the Planning Committee. The ILO assessment plan should be completed by December.

Midterm Report – The BOT asked for a status report regarding the 6 accreditation recommendations. Edna will work with Robyn on the report.

The timeline will be posted on the LOAC website.

7.0 Review of Plans for Spring 2012 and Next Steps
  7.1 ILO Inquiry Group Plan
      Robyn distributed the “ILO Assessment Plan Draft” and went over portions of the document. She also distributed two supporting documents, one describing the faculty inquiry group model used by Berkeley City College, and one called “Activities for ILO Inquiry Groups Guiding Dialogue,” for committee members to review on their own.

  7.2 ILO(s) of Focus for 2012
      The LOAC committee decided to focus on the following Institutional Learning Outcome for 2012:
      #1. Communicate ideas clearly and concisely in written, oral, and other forms, using a variety of complementary media.

  7.3 ILO Inquiry Group Plan to PDC (and Planning Committee)
      The LOAC co-chairs will present the ILO Assessment Plan Draft to the PDC and the Planning Committee.

  7.4 Curriculum Mapping (Communication to Division Chairs)

8.0 Items to include in the Newsletter
      Tabled until the next meeting, due to lack of time.

9.0 Status of Handbook Review
      Tabled until the next meeting, due to lack of time.

10.0 Determining Time and Resources for Spring 2012
       In regards to the development of appropriate resources, Edna said that if LOAC realizes they won’t have enough resources to do SLO’s then that needs to be discussed. Eileene emphasized the need for training and time for dialogue.

11.0 Adjournment