

MINUTES

Committee: Academic Council

Date: April 24, 2014

Time 1:15 pm

Location: MA003

Present:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Carole Anderson | <input checked="" type="checkbox"/> Steven Kasmar |
| <input checked="" type="checkbox"/> Christina Anketell | <input checked="" type="checkbox"/> John McDowell/K. Yasuda |
| <input type="checkbox"/> Paulette Bailey | <input checked="" type="checkbox"/> Miguel Moreno |
| <input type="checkbox"/> Eric Chavez | <input checked="" type="checkbox"/> Margaret Murphy |
| <input checked="" type="checkbox"/> Tom Dawkins | <input checked="" type="checkbox"/> Joe Ratcliff |
| <input type="checkbox"/> Linda Delzeit | <input checked="" type="checkbox"/> Elton Robinson |
| <input checked="" type="checkbox"/> Bill Elarton/T. Vessella | <input checked="" type="checkbox"/> Alicia Rodriguez-Estrada |
| <input type="checkbox"/> Jan Gangel-Vasquez | <input type="checkbox"/> Judith Samuel |
| <input checked="" type="checkbox"/> John Glavan | <input type="checkbox"/> Rita Weingourt/R. Villora |
| <input checked="" type="checkbox"/> Jess Guerra | |

Guests: Kaneesha Tarrant, Anna Badalyan, Luis Dorado, Nicole Albo-Lopez, Cynthia Morley-Mower, Mary Gallagher

Meeting Convened: The meeting was called to order at 1:25 pm.

Approval of Minutes:

MSU: Ratcliff/Glavan to approve 3/27/14 minutes with corrections: Add Tom Dawkins, Miguel Moreno

Announcements:

1. The summer and fall schedules are posted online.
2. The PDF version of the fall schedule is not available online. There are problems – being worked on. For department chairs, classes indicate “staff” as the instructor rather than the chair name. Please email N. Albo-Lopez and she will manually change on the PDF version.
3. Summer registration dates: Priority – 4/14 to 4/16; Cont. – 4/17; New – 5/8
4. Fall registration dates: Priority – 5/7 to 5/9; Cont. – 5/12; New – 6/3

Action & Discussion Items:

Item: Linking Learning Outcomes & Assessments, Current Efforts at LATTC – A. Badalyan, N. Albo-Lopez

Key Considerations:

1. SMP and EMP provide guidance for Program Review, Goals & Action Plans and Resource Requests.
2. Annual Program Review Components
 - Soft Data – validations, advisory recommendations, surveys
 - Assessment Results for SLO/PLO/SAO
 - Hard Data – IE reports, external reports
3. Implementation of Resource Requests/Allocation and Action Plans and their assessment cycle back to improve the program.
4. LATTC Cycle is three years. Our current program review cycle spans from fall 2009 to spring 2014; our current assessment cycle spans from fall 2013 to spring 2016.
5. Program Review and Planning Cycle Components
 - Annual Program Review & Planning
 - Resource Prioritization
 - Comprehensive PR
 - Comprehensive Validation
 - Meta Analysis
 - Plan for next cycle
6. LATTC current comprehensive validation process
 - Learning Outcome Assessments – rating quality of analysis and improvement plans
 - Program Review – improve program effectiveness with quantitative data as well as documented dialogue
 - Planning – resource requests/goals linked to EMP goals/college mission and aligned to learning outcome data; resource requests aligned with review analysis and goals.
 - Validation rubric aligned with ACCJC requirements
7. Current needs:
 - Update or provide Curricular Maps (IE will post on website)
 - Update PLOs on Curricular Maps
 - Align catalogue and program fact sheets for courses
 - Provide clear link between PLOs and courses.
 - 3 forms will be provided by IE to each department chair to complete and return by 5/30/14 (copy to dean): Curricular Map, Assessment Plan, Dialogue Form.
8. Challenges to process:
 - Some full-time faculty do not participate

- Some disciplines have only adjunct faculty
- Finding a time for all faculty to meet for a dialogue
- Incentives needed

Action:

Item: Looking Ahead – Strategies for continuous program improvement – K. Tarrant;
What are questions that will help facilitate departmental dialogue? – M. Gallagher

Key Considerations:

1. N. Albo-Lopez examined possibility of providing a “no class” time for faculty. With the diversity of academic and CTE programs, it was not possible.
2. Utilizing Convocation for department dialogues
3. Scheduling regular department meetings
4. Utilizing technology to include all faculty at meetings.
5. Developing plans for program improvement through continuous dialogue – improving quality of learning outcomes and assessment tools to initiate change.
6. Chairs have requested that A. Badalyan develop key questions that will prompt discussions that get to the heart of each program. Are all courses linked to the program?
7. Departments must document all dialogue.
8. Should there be problems in scheduling dialogue meetings, please contact Academic Affairs to explore solutions

Action:

Items from the Floor:

Per M. Gallagher –

1. Tools of the Trades – Announcements for the awards will be made next week.
2. LATTC summer hours will be 4/10 beginning June 16 and ending August 15 – pending final approval from the Chancellor. Offices are open to the students between 8:00am to 4:00pm; Departments will be operational Monday through Thursday 7:00am to 7:00pm.
3. The next Supervisor’s Training theme will be conflict resolution and student workers. Not all department chairs are required to attend.
4. High articulation at LATTC – N. Albo-Lopez will check with L. Barajas on process and who is responsible.

Next Meeting Dates: May 22, 2014

Meeting Adjourned: The meeting was adjourned at 2:50 pm.