



Learning Assistance Center  
**Classified Staff Meeting**

MINUTES

Date: Friday, November 6, 2015 Time: 3:30pm Rm. 237

Present: Bailey, John, Marlene, Peter, Rafael, Eva, Nicee, Robin, Katelyn, Tiefa, Meghan (guest), Emily (guest), Martha (note-taker)

ITEM	DISCUSSION/ACTION	OUTCOME
Reminders and campus news: Please apply for conference and travel funds; policies reminder	Bailey announced that there is money for conferences and training. Make sure to get conference request in as quickly as you possibly can! Bailey may help with forms if needed.	<ul style="list-style-type: none"><li>• Original receipts or email receipts showing proof of payment is required.</li><li>• Most economical mode of transportation must be used.</li><li>• One employee is reimbursed for mileage.</li><li>• Registration fees are covered and with notice can be paid directly to the vendor by submitting a Request for Payment/Reimbursement.</li><li>• Single occupancy rates are covered for actual days of approved conference.</li><li>• Lodging requests may be paid directly to the vendor by submitting a Request for Payment/Reimbursement.</li><li>• Reimbursement must be submitted within 30 days of travel.</li></ul>

Planning and  
assessment:  
Meghan Chen

Assessment updates:

Meghan announced that some groups are not performing equitably. Student Equity is providing millions of dollars in funds to help these groups reach their academic goals.

- How can we bridge the divide?
- Are there professional development opportunities to help us reach these groups?
- What's our baseline?
- How do we get these groups to come to our services?
- Could we collaborate with the Library and have an Open House/Serve food/Give info of our services?

Making assessment meaningful:

Meghan pointed out the difficulty in defining what we mean when we say we want to do something. For example, "to continue to provide high quality..."

Another difficulty comes when trying to convey meaning. For example, "MARC tutor incorporated study skills tips into the tutoring sessions." If one out of 3 tutors did that, where do you see it affecting students?

- Meals covered up to \$30 per day. If amount is above \$30, **itemized** receipts are required.
- Parking citations are not covered.

Examples of groups: Foster youth, Re-entry students, Single parents, Veterans, Homeless...

<p>Emily Woolery LAC Goals update Outcomes and connection to college goals</p>	<p>Emily Woolery presented information about tracking outcomes that do not have money (but joy) attached to them. Institutional Learning Outcomes incorporate Communication, Critical Thinking, Information and Technology Literacy and Personal, Social, Civic, and Environmental Responsibility.</p> <p>*ILOs are founded on the idea that all of Mt.SAC's employees contribute to the success of our students by empowering their educational experiences with core competencies.</p> <p>*ILOs are statements about the knowledge, skills, abilities, and attitudes that students are expected to develop as a result of their overall experiences with an aspect of the college, including courses, programs, departments, and services.</p> <p>*All college personnel directly or indirectly impact the student experience including faculty, administrators, and staff.</p> <p>ILOs are competencies any employee can help students meet. A program can be a degree or certificate.</p> <p>Emily distributed some handouts to demonstrate Outcomes Mapping.</p> <p>Outcomes Mapping may be used with SLOs, Measurable Objectives or Administrative Objectives. One connects Outcomes with an I (Knowledge/Skills Introduced), P (Knowledge/Skill Practiced/Applied), or M (Knowledge/Skill Mastered) to identify the level of knowledge or a skill that can be demonstrated in that portion of the course or service.</p>	
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	<p>Emily stated that a program could be a certificate. The PLO name is the abbreviated name for the information put into TracDat.</p> <p>*Information taken from <a href="http://www.mtsac.edu/instruction/outcomes/ilos.html">http://www.mtsac.edu/instruction/outcomes/ilos.html</a></p>	
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Next meeting: Friday, December 4, 2015