EAST LOS ANGELES COLLEGE
LEARNING ASSESSMENT (LA) COMMITTEE
BYLAWS
Draft 10/19/2012

ARTICLE I
Name

The name of this committee shall be the Learning Assessment (LA) Committee.

ARTICLE II
SLO Mission Statement

East Los Angeles College is dedicated to providing the highest quality of transfer and career technical education courses and student services. Through the implementation of a unique and innovative assessment program based on measures of Student Learning Outcomes (SLOs), Student Service Outcomes (SSOs), and Administrative Unit Outcomes (AUOs), the college seeks to increase rates of success in student preparation, retention, transfer and graduation for its multicultural community with educationally diverse needs.

ARTICLE III
Goals

The Goals of the LA Committee are
1. To serve as a working committee of the Educational Planning Subcommittee under the auspices of the Academic Senate.
2. To create and revise Institutional Learning Outcomes (ILOs) as necessary to maintain alignment to the college mission.
3. To provide guidelines for the implementation of the SLO cycle for courses; programs of study; programs of service, including instructional support services; and administrative units.
4. To create and maintain a timeline in conjunction with ACCJC requirements for the achievement of SLO tasks and to regularly assess progress within the timeline.
5. To provide support for the SLO process.
6. To foster department-wide communication of the SLO process, including dissemination of information as well as interactive dialogue.
7. To support efforts in learning assessment by providing assistance in collecting, categorizing, coordinating, and storing data and materials from assessment activities.
8. To support efforts in making learning assessment meaningful by effectively analyzing and using Learning Outcomes assessment data.
9. To assess needs for additional campus-wide resources in support of the SLO process, making recommendations and requests as appropriate.
10. To provide regular reports summarizing the progress of the SLO process campus-wide.
11. To formulate institutional planning recommendations based on the results of the SLO assessments and forward recommendations to the Academic Senate and Educational Planning Subcommittee.
12. To participate in the Comprehensive Program Review and Annual Update Processes.
ARTICLE IV
LA Committee Membership

The LA Committee is comprised of administrators, faculty, classified staff, and a student as follows:

1. One representative from
   a. Each department
   b. Student Services
   c. Administrative units
   d. Classified staff
   e. Academic Senate
   f. Faculty AFT
   g. ASU Student Representative
2. Two Deans of Instruction
3. Four Vice Presidents or designee
4. One non-voting representative from the Office of Institutional Effectiveness (OIE)

Each member, with exception of the OIE representative, the Coordinator, and the Facilitators, has only one vote.

ARTICLE V
LA Coordinator and Facilitators

A. The Learning Assessment Coordinator will
   1. Chair the LA Committee meetings.
   2. Assist academic, career technical education, and student services/administrative departments to meet the college’s timelines for its SLO/SSO/AUO development activity in coordination with the facilitators and the LA Committee.
   3. Act as the principal interface for the campus regarding SLO/SSO/AUO development and processes by attending campus and off-campus meetings and workshops related to student success, student learning outcomes, learning assessment and accreditation.
   4. Oversee the process that ensures all departments will receive technical and learning assessment support to help the campus community work through the SLO/SSO/AUO development and assessment processes.
   5. Coordinate, supervise, and maintain the development of the SLO website, research links, and resources.
   6. Report regularly to the Educational Planning Subcommittee, the Academic Senate and the Department Chairs Meetings.
   7. Write and submit Program Review and Annual Update reports.

B. The Learning Assessment Facilitators will
   1. Work in coordination with the LA Coordinator and the LA Committee in helping academic and career technical departments and student/administrative services meet the college’s timelines for its SLO/SSO/AUO development activities.
   2. Provide assistance in developing SLOs/SSOs/AUOs that are tied to the college mission and ILOs.
   3. Be the principal interface with departments by providing technical and learning assessment support for the SLO process.
4. Read all SLO reports to analyze for trends and ensure SLOs are assessed regularly for learning with authentic assessment strategies.
5. Track the progress of the departments and administrative units and report SLO activity to the LA Coordinator and the LA Committee.
6. Interface with OIE in the development of assessment tools and in data collection.
7. Provide feedback to all departments and units.
8. Attend weekly meetings with the LA Coordinator and other facilitators.
9. Attend all LA Committee meetings.
10. Write or co-write the Learning Assessment Newsletter to keep the campus community informed.
11. Assist the LA Coordinator with the SLO website.

ARTICLE VI
Meetings

A. Meetings shall be held on the first Wednesday of each month at 3:00 p.m. In the event of a holiday, alternate meeting dates and times shall be arranged. Additional meetings will be held as needed.

B. The Administration shall provide staff support for the purposes of recording minutes. The minutes of each meeting shall be reviewed at the following meeting.

C. Meetings are open to all members of the campus community, and individuals may address the committee under the Items from the Floor agenda item.

ARTICLE VII
Amendment of Bylaws

Amendments to the Bylaws may be proposed by any Committee member. A majority vote of the Committee members shall be necessary for adopting proposed amendments.

Approved LA Committee 11/7/12