

TEACHING & LEARNING PROJECT MINUTES

NOV. 29, 2011 – CO-420

Present: Scott Cabral, Christina Goff, Mike Grillo, Cindy McGrath, Katalina Wethington; Julie Von Bergen.

1. **Welcome, public comment and announcements**

Tawny announced that three CCC people will present at the assessment flex day morning session on Thursday, January 19th regarding their CSLO and PSLO work. There will be two faculty from the speech area, and one from culinary arts. They will focus on how they get part-timers involved in assessment work. Cindy also got Dave Zimny to say that he would try to present something about pre/post testing. Other faculty besides Dave have said that they want it. Other institutions do it at the GE level. Mike will try to get nursing and appliance repair to present something. Tawny will follow up with student services. The external presenters will present for a total of 1.5 hours, with time for questions. The LMC faculty will have 1.5 hours combined, so each program/area will have 10-12 minutes for presentation and time for questions. People said they like when presenters give examples of what they do. This will be followed by a working lunch, then workshops in the afternoon on PSLO and CSLO work.

2. **Agenda** – Approved

3. **Minutes from Nov. 15** – Approved.

4. **Discussion on TLP position paper revision**

The committee discussed the list of contributors on the cover page. Tawny needed to be added. Cindy followed the format of a '94 position paper that was in the president's office. It is an informal position paper.

Part F Student Services SLO assessment will be put in section D.

The flow chart on p. 6 and any additional, new flowcharts will be put before Part A. Julie wanted a new flow chart that shows the assessment cycle, and we will bring back the diagram that shows one cohort tethered out. We will also revise p. 6 so that cohort 1 is on the left and right so that the PSLO, ISLO assessment part is not broken up.

Part V about the name change, the word “project” implies a task force with a job that it will finish, the word “committee” implies ongoing. Cindy will add words about how the TLC is a regular committee with agendas and regularly scheduled meetings.

Part A (p. 7) TLC Reporting Relationship is a new paragraph.

Part B (p. 7), Cindy fixed the position titles

Part C (p. 8) is under construction. Cindy needs ideas about it.

Part D (p. 9) is new. In number 2 about announcements, we will change “as early . . . as possible” to a specific week.

Part E (p. 9 and 10) Cindy added number 8.

Part G. We discussed what part of Alex's four part GE Coordinator Job Responsibilities should go into the TLC position paper because only the assessment-related parts should go into the document. Cindy will fix the number at the bottom of p. 10. She added number 8 on p. 11.

In the appendices, Cindy added to the chronology and everything thought it was very good.

Cindy is still working on the executive summary.

At the first TLC meeting of the Sp12 semester we will vote on the final version of the document that will go to the SGC and Academic Senate. Then the rest of the semester can be used for other priorities, such as implementation and recruiting, as well as putting courses into cohorts.

Members discussed the fact that currently they do not provide any feedback on PSLOs, but that in the future they would like to go in this direction.

5. Additional information: Christina distributed a copy of the CSLO assessment gauge that will be distributed at the next Dept. Chairs meeting. Cindy distributed the list of programs, with notations of those that have posted assessment, and those that need assessment. This will also be distributed at the next Dept. Chairs meeting.

Meeting adjourned: 4:10 p.m.

Next meeting: Tuesday, Dec. 6