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| **Item Number** | **Topic/Activity** | **Notes** |
| 1 | Call to Order | 2:09pm |
| 2 | Announcements & Public Comment | * Cindy thanked the committee for the Monday Meeting assessment presentation provided by TLC.
* Tue shared that Senate had an equity discussion. Scott shared Janice and Sabrina will be at the next meeting 4/12 to speak on assessing with an equity lens.
* Tue shared that Senate discussed making the budget process transparent and the RAP proposal process. If the committee has any ideas, please share with Senate or President Bob.
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| 3 | Approve Agenda | **Action:** Approved with amendments (M/S) McCarthy/Ghiselli; unanimous * Amend agenda item 8 outcomes to “Information/discussion/action”
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| 4 | Approve Minutes | **Action:** Approved with amendments (M/S) Wilkins/Rust; 2 abstentions - Bearden and McCarthy * Amend pg.1 absent - add Josh Bearden
* Amend pg. 2, item 6, 2nd paragraph, 1st sentence - add “Briana and Morgan…”
* Amend pg. 5, item 7B, under final recommendations - change to “the members of the small group will be: Cindy Tue, Morgan, Scott, and Nancy”.
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| 5 | CSLO/PSLO Discussion | Scott shared a proposal was forwarded to the Local Planning Group (LPG) that oversees FLEX and professional development. The proposal was a request to approve adjunct faculty for time spent updating and completing assessments beyond the 3 hours of OAS rate, for a maximum 5 FLEX hours. LPG denied the request and would like compensation to be awarded. Scott will meet with Bob and Kevin to negotiate the compensation amount for assessing CSLO/PSLO and updating COORs. The committee discussed how to extract the number of hours needed to determine how much time is spent on assessments in order to determine the number of hours for compensation; add as a future discussion item.Briana shared CSLO/PSLO updates:* Instructors are contacting Briana to receive help.
* The reporting numbers are unknown which assessments are needed; Briana will work with the OI department to retrieve the information.
* During the Monday Meeting a panel of people shared their assessment perspective and asked attendees (instructors) to share their recommendations of making the process meaningful and manageable. Also, student TLC committee member Jessica shared her experiences along with other students regarding syllabus notations and the outcomes identified on it. Marilyn Sargent from District Research focused on how departments can frame their assessment questions and how to retrieve research information via the District. Speech gave an update on their PSLO assessment plan and shared the outcomes from their department survey. The results from alumni students initiated COOR changes towards enhancing the lecture experience to better prepare transfer students. Nancy shared PSLO expectations from a management perspective.
* The committee discussed the challenges with communication among departments, instructors, and the task assigned to TLC regarding assessments and the navigation tools.
* A document “5 best assessment practices” was shared based on what Jessica shared; and will be available on the web.
* Josh reported out on GE and their assessment progress.
* Attendees were asked to provide feedback at the conclusion of Monday Meeting; the committee reviewed and discussed the comments shared:
	1. What’s the process to request research information from District: form, email, etc.
		+ Research is need to aggregate the data related to graduates/degrees by campus.
	2. Drop-ins are needed
	3. Provide assignment examples with CSLOs for instructors to reference.
	4. Offer a FLEX where people can bring their assessments for help mapping assignments to CSLO; or have a FLEX where people can share their assessment progress with others.
	5. Contact NEXUS for support and solicitation.
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| 6 | GE Discussion | Josh shared the GE prompt has been developed. Forty sections were selected to participate in the GE assessment assignment. Some departments have provided feedback which the prompt was modified based on that feedback. The GE committee is working on the rubric. Josh asked the committee for assistance regarding the rubric, such that, feedback was shared that the rubric is based on the committee’s outcomes. The assessment criteria was established in 2005 and will be part of the rubric. A decision is needed to maintain the rubric amongst the committee so that instructors will teach with academic freedom and not to the rubric. **Committee Discussion:** * The rubric is more for the researchers and not the students; students don’t need to see it.
* Recommended not to complete the rubric process before the project is completed to allow flexibility of changing it based on the final responses.
* Have instructors create a rubric to grade the project as a class assignment.

The videos will be collected at the end of Spring’17 semester and the assessment will be completed by Fall’17. Once the GE assessment project is finalized, a review survey will be sent to students currently enrolled in GE and faculty.  |
| 7 | TLC Position Paper and Reflection | Tabled next meeting |
| 8 | CSLO/PSLO Coordinator Interview | The committee interviewed the candidates and selected Briana McCarthy as their final candidate.  |
| 9 | Adjournment | Meeting adjourned |