

# TEACHING & LEARNING PROJECT MINUTES

APRIL 5, 2011 – 2:30-4 P.M.-OFFICE OF INSTRUCTION – CONFERENCE RM 420

**Present:** Cindy McGrath, Gail Newman, Tawny Beal, Kiran Kamath, Gil Rodriguez, Scott Cabral, Janice Townsend, Humberto Sale, Katalina Wethington, Mike Grillo. Guest: Mary Oleson. Note taker: Margaret Hertstein

1. Welcome, public comment and announcements – None
2. Agenda – Approved.
3. Minutes from March 29<sup>th</sup> – tabled
4. Constituent Updates – None
5. Professional Development – LPG
  - Handbook is tabled.

Mary is sending out the call for Flex this Friday 4/8. Thursday 8/11 is All College Day. Discussion included several ideas for flex offering and assessment training.

- Have an expert speaker come and present
- Provide Tools for faculty – “how to’s”
- Faculty need both scientific and soft data methods
- Have an “Assessment Fair” with different aspects of assessment presented for faculty to choose areas of interest.
- We do not want any other flex activities to compete with assessment activities. This is the first time to offer an entire day for assessment. 8/10. Other flex activities can be offered on the variable flex days of 8/8; 8/9.
- Perkins can be utilized for funding of a speaker, but Kiran needs to know ASAP.
- BRIC can be contacted for speaker recommendations
- 9 a.m. to Noon on 8/10 have Speaker – afternoon will be either breakout sessions or “assessment fair” idea. To be determined.
- Give Mary some language to use in the call for flex notice regarding the assessment activity plan. Cindy, Janice, and Katalina will stay after today and put together an outline and language for Mary.
- LPG will review flex proposals, but TLP needs to look at them first. TLP only has 2 more meetings. Look at adding an April date.

Note: Each department could have one person trained in assessment and then train others – “a trainer of the trainers”. There may be a stipend or hourly amount for paying these person(s).

## 6. Assessment Survey

- Cindy has the final raw data. She has it in PDF format for anyone who wishes to take a look.
- How do we want to interpret and disseminate results?
- Humberto suggested keeping the general data to one page and then a more extensive report 2 to 3 pages with main findings and detail.
- Cindy wants to also have a comprehensive report also and will do the compilation of that and make it available to anyone who wants to take a look at it in PDF format.
- Another meeting to discuss the survey results and what they mean will be useful. April 12<sup>th</sup>, 2:30 to 4:00 p.m. in OOI conference rm. 420 was determined. Mark up your copy and be ready to discuss. Cindy will synthesize these as best she can by Tuesday since she is away at a conference this week through the weekend.
- Track the changes that are made as a result of the survey. Plurality of faculty to point us in a direction.

## 7. Department Chair Meeting.

- Cindy gave the department chairs the results of the survey and told them they can have a copy if they wish.
- FA12 will be a transition year and the new model will go into place the following year. Accreditation will look for what we did the last ten years. Percentages are the key, results orientated and using the results to improve learning.
- At the May Department Chair meeting present departments with courses they have left to do. (ENGL gave Cindy their plan today).
- Cindy inquired if the committee thought it would be a good idea to form a subcommittee of TLP to work on the Program Review plan, what will be in Program Review. We need to have a plan so Denise Knowles will be able to work on the SharePoint updates over the summer. Pilot in the Fall, work out the problems and have a good program for the implementation year. There were no objections to forming the subcommittee for this work.
- In general we will stick with a paper-word documentation of data and put results in program review. Data is for the departments. Subcommittee will discuss what kind of data are we looking for? Questions may already be in current program review template.

## 8. SGC Report.

- Tawny and Cindy will be reporting to SGC on April 27<sup>th</sup>.
- Janice would like some assistance in determining the courses that would be listed as complete from the GE assessment list. She did a random sampling and has questions.
  - Create and implement a college-wide work plan and timeline – IP, getting close, we should have this by May.
  - Produce an expanded TLP “position paper”, including structures, responsibilities and succession plans – IP (Please look over your draft and be ready to discuss)

- Report Assessment progress through quantitative and qualitative outcome findings related to ISLOs, PSLOs, and CSLOs to the campus community each semester. Ongoing – has been presenting. Not formal, information going out regularly.
  - Evaluate the effectiveness of TLP – Survey and BRIC
9. Program and GE assessment reporting.
- Gil gave us a list of the programs
  - Some reports are in CLASS and some are in Word – P drive
  - These need to be combined and a total list available for the Department chairs so they know what they have left to do.

Upcoming meetings:

April 12<sup>th</sup> 2:30 to 4:00 p.m.

April 26<sup>th</sup> 2:30 to 4:00 p.m.

May 3<sup>rd</sup> 2:30 to 4:00 p.m.

May 17<sup>th</sup> 2:30 to 4:00 p.m.