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| **Item Number** | **Topic/Activity** | **Notes** |
|  | Call to Order | 2:15 pm |
|  | Announcements & Public Comment | * Guided Pathways taskforce has been established. The current members will develop a work plan and consider expanding the taskforce to include representation from different departments. Some departments currently have a process that could be considered part of guided pathways. Stipends maybe need to help departments move towards designing guided pathways. * Josh and Scott attended a conference in New Orleans focused on GE assessments; global worldview and interdependence. Josh/Scott made connections with participants from other schools regarding teaching diversity and worldview. LMC is ahead of the curve in comparison to other schools. Josh spoke with a potential presenter to speak at LMC via PDAC funds. AACU offers a series of conferences; February 2018 is the upcoming one. * Follow up, spoke with SGC about student tracking via emails and A&R providing personal oppose to campus emails. The conclusion, an email was sent asking community colleges presidents’ best practice to track students. More information will be provided in Feb. |
|  | Approve Agenda | **Approved**, (M/S: Rust/Bearden); unanimous |
|  | Approve Minutes  From 10.10.2017 | **Approved**, (M/S: McCarthy/Bearden); unanimous |
|  | PSLO and Program Review Discussion | There is some confusion regarding PSLO report vs. program review process. Cindy shared at a CTE meeting, there was confusion with the PRST tool existence. It is currently being used for program assessment and not for program review process. Briana shared the PRST imperfections: course assessment are checked as being checked (uploaded) but there’s no data or outdated assessments.  The Planning Committee is looking to replace the PRST system. Several vendors are being looked at to determine if they can meet the college needs to track assessments and streamline the program review and curriculum process. The advisory group will determine best practices and workflow from the vendors. TLC will consider rebranding PRST and assessment to help clear the confusion. It was recommended to develop an assessment team to help redesign and define what assessment is.  Briana shared information regarding the number of degrees offered within programs. Currently, there are 36 programs and 105 degrees/certificates, which equals to 105 separate PSLO reports. One program can offer 6 degrees/certificates, e.g. Business. Out of those 36 programs, 15 has been contacted about the status of their PSLO assessments. The results out 15:   * Five (5) are completed * Four (4) are work in progress * Six (6) are midway point or haven’t started.   This information will help with the final report.  **Recommendations**:   * Consolidate PSLOs programs with degrees/certificates. This may not work for programs with different requirements; e.g. CHDEV PSLOs will differ between infant and adolescent. * Rebrand PSLO/CSLO and consider programs as departments vs. units, e.g. journalism is a unit within the communication department which has two program of studies. In the past, PSLO assessments were completed by department, which caused confusion because the PSLOs were similar for various degrees/certificates within the program. * Nest smaller certificates with degrees so that they can have similar PSLOs, or departments can limit the number of program of studies; otherwise they must have separate PSLOs for each degree/certificate. * Meet with the department chairs once a semester to determine their progress; it’s the department decision to determine the number of CSLOs, degrees, and certificates they offer * Ask Deans to have a conversation about removing excess certificates/degrees from their programs. Before the assessment process was required, departments were encouraged to add degrees/certificates to increase the graduation rates for state reporting.   The committee discussed new course in conjunction with CSLO assessment process. Curriculum has stated that assessments is TLC’s purview, whereas curriculum is charged with approving courses based on Title V guidelines. The committee agrees TLC is responsible for educating faculty regarding the assessment process. At the next meeting, the committee will pull three COORs and review the CSLO assessments as being assessable.  GE, TLC, and curriculum serve different roles; GE looks at general education requirements, TLC determines assessment outcomes, and curriculum approves COOR based on Title V requirements. Title V approval doesn’t consider objectives, goals, CSLOs as their consideration.  **Recommendations**:   * Review COORs and limit the number of CSLOS. * Provided faculty assistance with writing meaningful assessments. * Ask Eileen to send COOR and program assessment update information. * Offer a PD retreat structured around how to write a course and assessments. * Contact DVC regarding the At One online class how to write a course.   TLC is more than assessments, and is charged with assisting with completing forms. Josh, Briana, and Scott will discuss how TCL and GE can provide faculty support around assessments and teaching practices. |
|  | Transfer and Liberal Art Degrees - How to assess? | Nancy shared there are three Liberal Arts degrees not being assessed, outside of the GESLO process; Arts/Humanities, Social Sciences, and Math and Sciences. The Liberal Arts degrees are not housed under a specific department. The committee was questioned who will assess the degrees. Data is needed to determine how many students earn the degrees before moving forward with a strategy. |
|  | PRST Replacement Update | An advisory committee was developed to research vendors and their systems to replace the PRST. With the new product, the advisory committee is looking to house COORs and assessments. A decision will be made in March to implement in Fall 2018. |
|  | GE Discussion | GE committee completed the review of students’ assessment project. Additional student data is needed from the District office to determine students’ GE preparedness before the results are shared with the campus community. The committee is underway with developing strategies how to share the results. |
|  | CSLO/PSLO Discussion | During Flex week, a PSLO assessment workshop is planned. Additional flex workshops will be available to cover activating student thinking, curriculum design, and active learning. |
|  | Identify Good CSLO Examples | The committee will meet December 12 2-4pm to look at CSLO examples. |
|  | Adjournment | 3:56pm |