

**MEMBERS:** Scott Hubbard (Chairperson), Nina Ghiselli, Jessica Havellorst (LMCAS), Morgan Lynn, Briana McCarthy (CSLO/PSLO Coordinator), Gail Newman, Nancy Ybarra, Scott Warfe, Penny Wilkins, and Shondra West (Note taker)

**Absent:** Iris Archuleta, Natalie Hannum, JoAnn Hobbs, Cindy McGrath, A'kilah Moore, Tue Rust

**Guest:** POLSC Student - Ione

Item Number	Topic/Activity	Notes
1	Call to Order	<ul style="list-style-type: none"> <li>2:04pm</li> </ul>
2	Announcements and Public Comment	<ul style="list-style-type: none"> <li>Welcome and introduction of the committee</li> <li>A team wasn't formed in time to attend the assessment training in SF (December).</li> </ul>
3	Approve Agenda	<p><b>Action:</b> Approved with the addition (M/S): Lynn/Wilkins; Unanimous</p> <p><b>Added agenda item:</b> CSLO/PSLO Coordinator job announcement</p>
4	Approve Minutes Nov. 9, 2016	<p><b>Action:</b> approved with change (M/S): Lynn/McCarthy</p> <p><b>Change:</b> Nina to present</p>
5	Schedule of the Final Report for 2017	<p>The committee discussed the submission deadline of the final report:</p> <ul style="list-style-type: none"> <li>TLC is a subcommittee of Academic Senate; committee charges are overseeing assessment (CSLO/PSLO), mid-way report due every 2.5 years, and the final report due every 5 years. The mid-way report was submitted Fall 2016 and the final report is due 2017.</li> <li>The committee agreed to include CSLO results in the final report. CSLO assessments are due Spring 2017, Jan 30 and PSLOs are due Jan 2018. To include PSLO assessments results in the final report, Chair Hubbard will ask Academic Senate, Chair if it's possible to adjust the timeline, May 2018.</li> </ul>
6	GE Discussion	<ul style="list-style-type: none"> <li>None</li> </ul>
7	CSLO/PSLO Discussion	<p>Briana discussed CSLO/PSLO updates:</p> <ul style="list-style-type: none"> <li>Briana has been meeting with people one-on-one for assessment training. She will attend the upcoming Department Chair meeting to provide an overview of assessment and completion dates.</li> </ul> <p>The committee discussed changes to assessment form:</p> <ul style="list-style-type: none"> <li>It was determined that the CSLO reporting form should include the number of students being assessed? Depending on how PSLOs are completed, the numbers may be unavailable. Numbers are easy to report for newer classes, but for older classes when the data is being aggregated using previous class data, it may be difficult to report the numbers. It was recommended to report the total number students used, but there is a possibility of double counting students. The PSLO form requires a rationale when selected population of students are used; each department can define whether the population is inclusive. If helpful, the OI Department can provide the number of students enrolled per section, if any wants to know how many students were enrolled at census or at the end. This is a great idea as an addition to the "How To"</li> </ul>

		<p>resource guide; helping faculty locate resources for their data. The number would be an estimate based on who completed the assessment compared to the number of enrolled students. Student Services uses a different assessment form and the numbers are built into the assessment report.</p> <ul style="list-style-type: none"> <li>• It was agreed upon to create a narrative document for CSLOs, but should PSLO assessments require narrative format when reporting results. A decision to use either grid plus narrative form, or narrative only form after the Department meeting. Last semester, it was agreed upon that the grid would be used for planning based on assessment tools; population; proficiency criteria, and the results in narrative form.</li> <li>• During the last reporting year, assessments were posted online and instructors were told to rewrite their assessments to remove sensitive information before posting online. Further thought is needed to avoid rewriting assessment again. Possibly, the form could include a section for an online description.</li> <li>• As agreed for CSLOS, it was suggested that departments attach assessment tools used; should this be a similar process for PSLOs? The information would be uploaded to PRST, but to avoid having an abundance of files in the system, instead require one document with the attachments included. It is possible that accreditation may require listing the instruments used; in that the case, the requirements should include the instruments. In addition to CSLO results, if they were used for PSLO assessments.</li> </ul> <p>Briana’s term ends Spring 2017. It was recommended to advertise the job announcement early to allow cross-training with Briana. It was shared that Briana has done great work. Briana shared that before starting the position, she shadowed Cindy and learned greatly from it. The TLC Chair position ends Spring 2018.  <b>(Add this as an agenda item for the next meeting).</b> The committee discussed advertising the job: Feb 2017.</p>
8	Goals and Timeline for 2017-18	<ul style="list-style-type: none"> <li>• The committee will ask Academic Senate to extend the final report date, to 2018.</li> </ul> <p>Additional goals for next year:</p> <ul style="list-style-type: none"> <li>• Revisit with Academic Senate position paper to determine purpose and accountability.</li> <li>• Clarify the charges that TLC dual relationship with Academic Senate and Governance Council</li> <li>• Determine if managers are voting members.</li> <li>• Recommend fostering CSLO assessment ideas via a TLC work-group meeting and create a resource document.</li> </ul>
9	Adjournment	3:05