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| **Item Number** | **Topic/Activity** | **Notes** |
|  | Call to Order | Meeting called to order 2:25pm |
|  | Approve Agenda | **Approved with changes**; (M/S: Rust/McGrath); unanimous* Move items that require a vote before 5
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|  | Approve Minutesfrom 2.13.18 and 3.13.18 | **Approved with changes**; (M/S: Rust/McCarthy); unanimous* Make edits to 2.13.18; Corrmeela and ethnorelative
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| Agenda Item 5 | Teacher Training Model | * The Teacher Training Model (TTM) 1st semester will happen Spring 2019 focused on curriculum planning (how to write outcomes, designing curriculum to align with those outcomes, and creating assessments how students have met those outcomes), 2nd semester cohort will begin Fall 2019.
* Planning of the 1st semester model, Briana and Scott attended the ASCD Conference in Boston to learn more about Backwards Design, a method based on three stages to design educational curriculum by setting goals before choosing instructional methods and forms of assessments. Briana and Scott received information what is needed to get participants to complete the process. Experienced coaches were available to explain things to consider when implementing backwards design.
* Briana is a participant of the 4CD STEM academy which has become an opportunity to brainstorm and gather ideas on different methodologies for the TTM.
* Briana and Scott will talk with Jill and Tess to learn more how they have built rapport and guidelines for NEXUS program that will be useful for the TTM.

**Committee Feedback*** The backwards design model can help committee members develop best practices, in addition with helping the college complete the IMP.
	+ Focus on people running committees
* Aligns with social return on investment
* First cohort design may include matching people together as partners e.g. math + physics.
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| Agenda Item 9 | Review and Approve Candidates for TLC and GE Chairs | **GE Position*** Edward Haven submitted a letter of interest (LOI) for the GE position. The committee shared that Ed is a great fit for the position supporting the task of GE. He demonstrates great leadership skills to oversee complex projects, a great people person, and has in-depth knowledge of GE.

**Approved**; (M/S: McGrath/Hsieh); unanimous**TLC Position*** Scott Hubbard submitted a LOI for the TLC position. The committee shared Scott’s leadership as the existing TLC Chair has been delightful experience. Scott has a great personality and follow-through, handles difficult and challenging situations with diplomacy and tact, and made great strides with the TLC process. Scott’s practices and strategies continues to build upon Nancy and Cindy’s historical TLP/TLC assessment work over the years. **Approved**; (M/S: McGrath/McCarthy); unanimous
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| Agenda Item 10 | Discuss Time for TLC Next Year | * The new compress calendar effects campus committee schedules. TLC agreed to meet monthly, 2nd Tuesdays from 2:30-3:55.

**Committee Feedback*** Look at the charges/responsibilities of the committee to determine meeting frequency (bi-weekly vs monthly)
* At the next meeting:
	+ Prepare an academic calendar, 2018-2019 meeting schedule
	+ Update the committee list; TLC is a subcommittee of SGC
		- There are three open positions: Liberal Arts, PDAC, and Library and Learning Services
	+ Positions are reviewed by Academic Senate and approved by SGC
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| Agenda Item 2 | Announcements & Public Comment | * Iris shared updates on the study aboard Corrymeela Social Justice Internship. Iris will work with colleagues Social Justice Program Coordinator at LMC - Josh Bearden and District Office Chancellor Fred Wood about adopting and funding the Corrymeela program. The program will provide students with an opportunity to complete an immersion program at LMC coupled with study aboard internship at Valley Castle in North Ireland. The program focus on global social justice issues, past and present. The experience of students that previously participated in the program was instrumental. The experience have transformed and helped students pursue different academic goals. Over the summer, Josh and Iris will explore the idea more.
* Add as a future TLC agenda.
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| Agenda Item 7 | GE Update | Josh shared * The GE report was sent to the LMC community.
* The Monday meeting was effective. The discussion focused on decentralizing the SLOs and teaching methods to address that, in addition to reviewing the diversity/interdependence GESLO.
* Next step is develop a department survey.
	+ Ask departments would they prefer to select a GESLO that fit their teaching practices instead of attempting to meet all five. Currently departments are required to address every GESLO (5).
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| Agenda Item 8 | CSLO/PSLO Update | * Briana has been holding drop in appointments to assist departments with PSLO/CSLO reports.
* Nancy shared department chairs are surprised about year one has ended and departments should be completing cycle 2 cohorts.
* The committee agreed Deans are the appropriate area to remind departments about completing assessments.
	+ Announcements can be made at the Department Chair meetings.
	+ The cycle was designed to allow an extension of time for submission of the PSLO reports during cycle 1 of CSLO assessment process. The extension creates confusion that the entire CSLO assessment cycle process is delayed as well, the reality both the PSLO report and cycle 1 should have been completed simultaneously.
* Review the cohort numbering sequence. Some courses do not have a cohort number or placed in incorrect cycle sequence. It was suggested that the Office of Instruction assist with reviewing cohort numbers for sequence accuracy.
* Briana and Scott volunteered to review and access the PRST to determine where changes are needed to make the process easier to manipulate cohort information.
* Chialin will check with Beth about maintaining the cohort number sequence.
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| Agenda Item 6 | PSLO Update | * Chialin reported that PSLO reporting responses have been tabulated and summaries are available for review. Scott and Briana have begun the review process and shared documentation with the TLC committee. The committee was tasked with reviewing the PSLO assessment responses and addressing:
	+ Things to take away
		- Departments made changes to their programs; course, curriculum, and pedagogy. One department acknowledges working cross functionally with other departments will help students successfully complete the course.
		- Different perspectives of the assessment process
		- Departments changed their PSLOs.
		- Need for professional development to understand program student level assessments; what students are learning vs. justification of the program.
			* The assessment process assess the skills and ability of students and if they are doing well or where help is needed for students to meet the curriculum goals.
	+ Obstacles around assessments
		- Assessment language - understanding the cycle, follow-up on changes made based on the assessment results
		- Misunderstanding how assessments connect to CSLOs, classroom activities, program effectiveness
		- Incomplete PSLOs due to unassigned cohorts; e.g. COOP is unassigned disciplined without a cohort assignment. May not be required due to the specific program
		- Need access to survey data
	+ Opportunities for support/PD and Research
		- Increase budget with the opportunity of paying adjuncts to complete assessments; look at the current assessment design to develop way adjuncts can partake in the assessment process.
			* The committee discussed different scenarios how adjuncts can participate in the assessment process. Currently if the Department has a FT faculty, assessments are completed by that person. Adjuncts only complete assessments for small departments.
		- Professional development to address different needs; writing reports, explaining the process, understanding the length of the written responses (report), etc.
		- Automotive industry alignment need to PSLOs/help with funding. CTE programs complete external process that could be streamlined into the existing assessment design.
		- Overall assessment is a good place - moved as an institution to bring assessment to the next level.
* The discussion will continue next meeting
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|  | Adjournment | 4:13pm |