**Present:** *Tue Rust*, **Chair**; Cindy McGrath, \*Sophia Ramirez, Sara Toruno-Conley, \*Courtney Diputado, Paula Gunder, Gail Newman, Nancy Ybarra, Shondra West (note taker)

**Absent**: John Alper, Francesca Briggs, Louie Giambattista, Kiran Kamath, Natalie Hannum, and A’kilah Moore

**Guest:** Brianna McCarthy and POLSC Student Jessie

\*Conference Call

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| **Item number** | **Topic** | **Notes** |
| 1 | The Beginning - Call to Order | Meeting called to order 2:08 pm |
| 2 | The People - Public Comment  | The committee welcomed Briana McCarthy as the new CSLO Coordinator. Mrs. McCarthy will officially start the position Fa’15.  |
| 3 | Honoring the Past - Approval of the Minutes | Amendments to the minutes: * Page 1
	+ Item 1 - first paragraph last sentence add the word “that” after Tue shared that
	+ Item 1 - last paragraph second sentence correct typo unware to “unaware”
* Page 2
	+ Item 4 & 4.1 – name correction Brianna to “Briana”
	+ Item 4 – replace start the position “Sp’15” with “Fa’15”
	+ Item 4.2 – first paragraph second sentence add the word “that” between shared and Alex; shared that Alex…
* Page 3
	+ Item 5 - last paragraph revise sentence to “It was decided that separate questions are…
	+ Item 7 – revise last sentence; available for proposal submission around PD...

**Action**: Approved; yes-6, no-0, and abstention-1; Ramirez |
| 4 | Honoring the Process - Approval of the Agenda | **Action:** Approved – unanimous |
| 5 | Assessing: Assessment Survey  | TLC is responsible for completing a midway evaluation as an informative assessment. TLC is evaluated every five years with a midway report conducted every 2 ½ years. The report contains feedback from survey results. In the past, people complained about the length of the survey (80 questions), the latest survey was condensed to twelve questions. Students are not required to complete the survey; it is assessment driven. The survey target population is employees that have participated in the CSLO/PSLO/assessment process. The committee reviewed and provided the following recommendations:* **Question 5** – it was suggested to logically organize the selection options in alpha order; liker scale. It may be perceived the first option is the most import one.
* **Question 6** – change the wording “multiple sections to be assessed” some courses have an abundance of sections. It was recommended to ask how many course sections are assessed on average for larger departments (Math, English STEM).
	+ Prepare – how to fill out the assessments
	+ Conduct – how do you complete the writing prompts; teaching.

The purpose of this question is to determine if more funding is needed to complete assessments.* It was suggested to replace “conduct” with the word “analyze”
* Move the word CSLO towards the beginning of the sentence
* **Question 7** – This question is intended to gather evidence to determine whether to apply for more funding.
	+ Replace the word “personable” with “individual”
	+ It was suggested to put in format identifier markers to make the question stand out; underline, bold or italic
	+ Reword the “thank you” statement as a question
* **Question 9** – Change the statement language in context to the word “useful”; what ways was the assessment information useful. Change the statement related to conclusions or actions after an assessment.
* **Question 8** - Assessment module – change the wording “which shows” and adjust some all of the questions to reflect the module.
* **Question 10** – suggested changes:
	+ Change the wording to reflect assessment leadership
	+ Address a question around the CSLO/PSLO coordinator
	+ Add in parenthesis the statement (department chair and developmental education leads)
	+ Create a separate checkbox for: already served in the capacity
	+ Add 0-2 years after the statement “near future”; representing less than two years
	+ Add a hyperlink that connects to the TLC job description
* **Question 11** – remove the question or change the question so it’s not a stand-alone or change the entire question to a strengths and weaknesses question.
* **Question 12** – no changes

Third question correct the typo; motivtator to motivator**Action:** Approved; yes-5, no-0 , and abstentions-2; Diputado and Ramirez |
| 5a | Introductions | The committee formally introduced themselves to Briana McCarthy.  |
| 6 | Developing: Closing the Loop Retreat | The committee recommended changing the retreat date; April 10th due to conflicting schedules. The committee recommended and agreed to have the retreat after a regular meeting; April 21st from 4-5pm. It was questioned what areas of focus should be discussed at the retreat. It was determined the goals are:1. Profession development focused on CSLO/PSLO assessment
2. Determine where in the module the professional development needs in order to help close the loop. There are different stages within the module to establish goals that drive professional development needs outcomes towards making advancements to the module.
3. Using equity funds for assessment developments; establishing a tie among professional development, equity, and assessment.
4. Develop strategies for year five program level assessments to get the college thinking about it.
5. Discussion about understanding one’s role within three levels of leadership; GE Chair, Assessment/CSLO Coordinator, and TLC Chair.
6. Provide information on who’s responsible for the logistics of leading professional developments seminars; booking rooms, sending notifications, buying food, getting speakers. The college should support the positions by providing administrative help. It’s difficult to hold a leadership position while organizing the logistical piece without assistance.
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| 7 | Family - TLC Membership  | The membership will be reviewed and revised at the April meeting. The current committee membership outlined in the charges doesn’t reflect the existing membership. It was shared once the committee determines the membership structure, it would be forwarded to Academic Senate for approval. As the membership stands now, the following areas need to be changed:* Course-Program Assessment Coordinator: remove Christina Goff replace with Briana McCarthy
* Department Chair representative, CTE : remove Cindy McGrath and replace with vacant
	+ Add Cindy McGrath- to CSLO Coordinator
* Department Chair representative, Liberal Arts: remove Sara Toruno-Conley and replace with vacant
	+ Add Sara Toruno-Conley to DE
* Student representative: remove Erika LeBlenc and replace with vacant
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| 8 | Sharing – GE, CC, Other | Tabled |
| 9 | Closing | It discussed to have a meeting in May during the second week; May 12th. This date may conflict with other meetings, if so, the members will meet for 30 minutes to an hour as the last meeting of the semester. The TLC group will reconvene during Fa’15. It was recommended for the committee to provide a list of names for GE Chair. The person would need GE experience which Counseling and Nursing are not possible candidates for the position, because these areas do not offer GE courses. |

Meeting adjourned 3:55pm