Teaching & Learning Project Minutes

September 6, 2011 Office of Instruction – Conference rm 420

**Present:** Cindy McGrath, Gail Newman, Gil Rodriguez, Scott Cabral, Mike Grillo, Kiran Kamath, KatalinaWethington, Tawny Beal, Christina Goff, Sara Toruno-Conley, Julie Von Bergen, and Margaret Hertstein – note taker.

1. Welcome, public comment and announcements: None for today.
2. Agenda – Approved.
3. Minutes from August 30 – Tabled with some corrections noted.
4. Final BRIC Meeting.

* The BRIC meeting date has changed to October 3rd.
* It will be the same format as planned previously.

1. Assessment Survey.

* Cindy asked for input from all full and part-time faculty on whether to release the survey comments or not.
* She had 15 email responses, 1 face-to-face and 1 response that was not clear. Only 1 objection in all and the objection was more regarding the perceived bullying to get information rather than a clear objection.
* There was more thoughtful conversation regarding the survey comments and the result of the discussion was the committee voted unanimously to release the information.
* It will be posted on the “P” drive in a PDF. The excel sheet will also be available for those who are interested in synthesizing the information and cross tabulate should they choose to do so.
* The amount of data is more than Cindy would be able to synthesize as she had planned. 58 pages of comments alone. 821distinct comments, and an excel sheet with the quantative data.
* Tawny will help Cindy post directions for those who want to use the excel sheet data along with the survey results on the “P” drive.

1. Assessment update from Department Chair meeting.

* Christina explained her role and gave out a sample grid. She will be following up with an email to the individual department chairs with their data.
* Organization information was very important and Christina will be working on this, they wanted to have their own folders.
* The chairs were interested in the information. There could have been more time spent.
* Cindy gave out lots of documents and explained the goals.
* Cindy asked for input on the model minus the GE portion. She would like to get it through SGC and AS soon.
* This should be a standing item on the Department Chair agenda.

1. Review charges from Shared Governance Council.

* 2011-12 SGC Charges asked for us to “continue” work on our charges from 10-11. They are satisfied with the progress that we have made. We will keep the charges listed as information on the agenda. Note that we are in different stages of completion and that the 4th bullet – “continue to evaluate the effectiveness of the TLP” is almost done.

1. Assessment Model Revision.

* TLP Membership. Please look at the membership document and make notes for further discussion at our next meeting. The discussion has gone full circle from the discussions held in Spring and a draft needs to be submitted this semester.
* Keep in mind we should be looking at a model from the bottom up. What are the responsibilities of the chairs and how much time is required to do those. Then build from there.

Meeting adjourned 4:20 p.m.

Upcoming meetings:

Sept. 20th

Oct. 4 and 18

Nov. 1, 15 and 29th.

Dec. 6th.