

Teaching and Learning Project Minutes

February 1, 2011 – 2:30 p.m. to 4:00 p.m.

Present: Cindy McGrath, Tawny Beal, Kiran Kamath, Gil Rodriguez, Gail Newman, Humberto Sale, Mike Becker, Denise Knowles, Janice Townsend, Mike Grillo, Christina Goff, Julie Von Bergen, Katalina Wethington, and Margaret Hertstein-Note Taker.

- **Welcome, public comment and announcements.** – None for today.
- **Agenda was approved. Minutes from December 7th were approved with minor corrections. Tawny will forward her corrections to Margaret.**
- **BRIC retreat debrief.**
 - Cindy thanked everyone for their participation and attendance at the BRIC retreat on Friday. Scott has put Cindy's chart into a word document for us today.
 - The retreat was well organized and facilitation by an outsider kept us on track.
 - Outcome was achieved
 - We will vote on the Retreat Minutes next meeting. Pass along any comments on the DRAFT Retreat minutes to Margaret.
- **CSLO Assessment** – A memo for part-time faculty was passed out at the Department Chair meeting today. The memo for part-time faculty to sign up and encourage faculty to assess their courses. Variable Flex credit would be an option. A stipend of \$150 will be available for part-time faculty completing assessments in Spring 2011. Assessment planning forms, assessment of student learning outcomes, and the results-driven improvement plans would need to be completed by June 2, 2011. Funding is only available for SP11 at this time. Janice would like the Department Chairs to control this process with their part-time faculty. Mary Oleson will be keeping track of the flex hours. Janice will follow-up with Ruth and report back.
- **CLASS: software discussion** –Currently the CLASS system we are using for assessment has been put on hold. The program problems that evolved while in use necessitated putting it on hold. Options the committee is considering are:
 - Develop a CLASS II
 - Review other software programs that may meet our assessment needs

The options require us to make some decisions regarding what we want. What do we do with all the data? A word document process with folders on the "P" drive will be used this semester with a verbal report-out. If we look at other software programs, we need to know what we want it to do. We will need input from other colleges and faculty who have used other programs and how it worked. What were the benefits and what were the problems? If CLASS II can be developed to meet our needs, why not go forward with it? Will faculty have a choice if they prefer to use a word document process instead of a software program? Are we trying to generate reports? Is our objective to move data through a system? A subcommittee to review other software was not convened today.

We need to take a fresh look at our purpose. Make a list of what we want in our software program. Talk to other colleges and faculty for their experiences. Find out from Greg Stoup what he recommends from what he has seen at other colleges. Cindy will invite Richard to speak to us at our next meeting. We need to have a decision and plan by mid-March to be ready for FA11. Keep in mind IT will need time to build a CLASS II system should we choose that option.

- **New Assessment calendar**
 - The program review/assessment boxes can be integrated even more.
 - Action is to revise the COOR and the information passed to year five will help with PSLO's.
 - Dialogue, Action, Reporting by departments comes through the TLP. TLP can look at the data from all departments for a college wide improvement plan.
 - Assessments can be the same but outcomes will be different.
 - All courses need to be assessed, and all CSLO's.
- Assessment Survey – please forward your feedback to Cindy on what would be good survey questions.

Items 8, 9, were tabled for today.

Future agenda items:

- Discussion with Richard on Data and what is required by management and what we need