

MEMBERS: Scott Hubbard (Chairperson), Iris Archuleta, Nina Ghiselli, Chialin Hsieh, Briana McCarthy (CSLO/PSLO Coordinator), Cindy McGrath, Ryan Pedersen, Tue Rust, Penny Wilkins , Josh Bearden, Nancy Ybarra, and Scott Warfe

Absent: Kevin Horan and Shondra West (Note taker)

Guest: Julie Lucca

Item Number	Topic/Activity	Notes
1.	Call to Order	Meeting called to order
2.	Announcements & Public Comment	<ul style="list-style-type: none"> • None
3.	Approve Agenda	Approved; unanimous
4.	Approve Minutes from 2.13.18	Tabled
5.	Teacher Training Model	<ul style="list-style-type: none"> • Briana shared a proposal to offer a one year professional development opportunity for student services staff and faculty. Handouts were provided for the committee review. <u>Committee feedback:</u> <ul style="list-style-type: none"> ○ Adjunct are welcomed to attend ○ Best practices/strategies will be adopted from outside training resources ○ Veteran instructors could lead discussions or offer peer coaching <ul style="list-style-type: none"> ▪ Leads would be ideal after anyone who has completed the first cohort/semester training ○ Tie other groups into the training session <ul style="list-style-type: none"> ▪ The plan is offer the training ongoing ▪ Peer classroom observation is beneficial to assist with understanding best teaching practices/strategies ○ What’s the availability of funding and release time for instructors? <ul style="list-style-type: none"> ▪ TLC Members would be co-facilitators during cohort 1 and 2 training; increase the reassign time (stipend) ▪ Funding to be determined ○ Those that complete the training will become the trainers <ul style="list-style-type: none"> ▪ Keep the pilots small ▪ Seek expertise outside LMC

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		<ul style="list-style-type: none"> <ul style="list-style-type: none"> ▪ Offer the teaching academy to sister campuses (DVC/CCC) ○ Consider the timing of the academy and travel time and the possibility it being heavily attended by LMC colleagues. ○ The Academy will: <ul style="list-style-type: none"> ▪ Support the cultural shift at LMC - investing in people ▪ Align with the chancellor’s office state initiatives - student success and guided pathways ▪ Benefit the college to seek funding from outside resources ▪ Build cohesiveness on campus and help to serve as a community ▪ Offer with the teaching academy provides upper degree credit to help with salary advancements ▪ Have mostly LMC faculty attendees considering the day and time of the program ▪ Offer the program online may come with challenges; better if face-to-face ▪ Develop creditability if an application process requiring acceptance into the academy ○ The committee discussed interest to offer as a focus flex, with classified included. ○ The committee discussed offering OAS to team members that assist with planning. <ul style="list-style-type: none"> ▪ Create a proposed budget ▪ Rotate the planning meetings online and in-person to accommodate the team ▪ Consider the OAS rates may differ among faculty types and adjunct faculty
6.	Final Report	<ul style="list-style-type: none"> ● The TLC final report is due. The final report will be completed upon completion of the PSLO reports. ● The PSLOs summaries will be completed before the next TLC meeting, April. The TLC final report will be finalized by May. ● Recommendations to complete a comprehensive final report: <ul style="list-style-type: none"> ○ Report on the number of programs that completed their PSLO assessment reports ○ Include the number of local college skills certificate and certificate of achievement program assessments. ○ Analyze the course section rubric program assessment challenges/strengths ○ Review and analyze previous PSLO reports and write comprehensive qualitative report. ○ Analyze previous reports which will help discover where professional development is needed ○ Report on feedback submitted by departments ● The committee discussed developing a random sample and size - stratified is the best.

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		<ul style="list-style-type: none"> ○ The random sample will include those that completed the assessment process ● The committee discussed completing the final report during the April/May meeting or summer the latest. The final report is generally completed after the fifth year. <ul style="list-style-type: none"> ○ Information from the program assessments are included in the final report ○ Data results help determine the need for professional development ○ Consider changing the final report during the sixth year after the PSLO assessments are completed ○ The final report was originally used to determine how the assessment cycle is working ○ The midway report should include CSLO assessments results and the final report PSLOs ○ The reports are used for different resources needed; staffing, RAP funding, professional development, program review process, etc. ○ Chialin and Beth Ann will review the PSLOs reports before forwarding them to TLC ● The committee decided to review random department program assessment feedback received from Chialin/Beth at the April meeting; and review the random sample of PSLO reports at the May meeting. <ul style="list-style-type: none"> ○ Determine what TLC is looking for when reviewing the reports ○ Complete the final report by summer to be approved by Senate ○ Consider changing the timeline for future reports ● The committee discussed the program assessment design; assessing programs to include the certificated programs.
7.	GE Update	<ul style="list-style-type: none"> ● GE final report is almost complete. Minor revisions are needed. A draft copy of the report will go out via email. The GE committee will need to adopt a final version. ● There’s a Monday Meeting scheduled for May 19th. Activities will include: <ul style="list-style-type: none"> ○ Review the draft final report and making recommendations ○ Address the report summary, e.g. how faculty/student view of diversity/global interdependence ○ Understand what is the meaning of the GE criteria established by the committee ○ Determine what professional development is needed to embrace the GE criteria ● GE committee is proposing from the five existing GE criteria be deliberate and conscious about practice/process by creating less GE criteria and decentralize the teaching of the SLOs by asking departments which SLOs they can teach to. There may be criteria that are nonnegotiable and departments have to teach to the criteria, e.g. critical thinking. <ul style="list-style-type: none"> ○ Develop GE criteria checkboxes that departments can check-off as meeting the requirements

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		<ul style="list-style-type: none"> • Create an institutional summary of GE past practices/processes • GE will meet to approve the final draft prior to the Monday Meeting; followed by memorandum with recommendations to adopt changes to the GE process - the new module to decentralize SLOs. • College archive is needed to maintain institutional memory around the GE process; Cindy has been a great historian. <p>Committee Feedback:</p> <ul style="list-style-type: none"> ○ Question the possibility of creating ISLOs if the faculty agrees to decentralize/reduce the GE. The creation of ISLOs will impact other departments, e.g. student services, administrative services, GE program; making the assessment process much broader. In the future, two years out consider converting the GE themes into ISLOs. The GE SLOs are ISLOs. The college previously had five ISLOs which have been removed; student services, library and learning services, development education, general education, CTE, which had individual ISLOs for each group.
8.	CSLO/PSLO Update	<ul style="list-style-type: none"> • Briana will send a reminder email about assessment training. • Deans will send departments a reminder email about completing course assessment that are due. • Make an announcement at the Department Chair Meeting. • Request approval from LPG to receive flex credit for attending the training.
9.	Meeting Dates and Agendas for April and May	<ul style="list-style-type: none"> • The committee decided to randomly review department program assessments feedback received from Chialin/Beth at the April meeting; and review the random sample of PSLO reports at the May meeting.
10.	TLC Position Paper and Charges	<ul style="list-style-type: none"> • The call for GE and TLC Chair will be sent via email. Applications deadline March 30, 2018. The positions are two year terms. • The committee will review the applications at the April 10, 2018 meeting.
11.	Adjournment	