

MEMBERS: Scott Hubbard (**Chair**), Briana McCarthy (CSLO/PSLO Coordinator), Edward Haven (GE Assessment Chair), Roseann Erwin, Nina Ghiselli, Marie Magante, Cindy McGrath, Maria Perrone, Scott Warfe, **Deans:** Nikki Moultrie, Ryan Pedersen; Note Taker: Shondra West

Absent: Iris Archuleta, Liz Green, Chialin Hsieh, Patrice Moore, Nancy Ybarra, Azi Carter

Guest: None

	Topic/Activity	Notes
1.	Call to Order	Meeting called to order 2:38
2.	Announcements and Public Comments	<ul style="list-style-type: none"> • STEM Symposium is scheduled for Friday, May 03, 2019 from 12:30-4pm. All are welcome to attend. Industry partners will participate to showcase their area of expertise. • TLC is offering variable Flex drop-ins on the following topics (L-215): <ul style="list-style-type: none"> ○ Introduction to Mental Health Services and the Wellness Program (5/8, 2-3pm) ○ OER: Why We Should Use it, How it Helps our Students, and How to Find it (5/9, 2-4pm) ○ Democratizing the Classroom: Giving Students Power to Take Back Their Learning (5/14, 2-3pm) ○ Delivering Quality Instruction and Services to Students with Mental Health Issues (5/15, 2-3pm) ○ Using Teaching Lessons Learned to Plan for the Fall (5/20, 12-1pm) ○ Helping Students in Crisis (5/22, 2-3pm)
3.	Approved the agenda	<p>Approved as amended; (M/S: E. Haven/N. Ghiselli); unanimous</p> <ul style="list-style-type: none"> • Table Item 6
4.	Approved the minutes: March 12, 2019	Approved (M/S: B. McCarthy/E. Haven); abstained: N. Ghiselli; motion carried
5.	Update on eLumen	Nikki and Ryan provided an eLumen update. ELumen team leads meet monthly. The teams are reviewing the assessment, curriculum, and program review process related to commonalities among the colleges (CCC, DVC, and LMC). The team leads meet with District IT Mojdeh and Satish to discuss eLumen program design updates. Mojdeh will offer a webinar available to everyone during the 2 nd /3 rd week of May to familiarize everyone with the software appearance and design. Nikki was added to the Curriculum team. Program review and curriculum onboarding process will occur before assessment. Nikki and Ryan have access to a simulated version of the eLumen product to sample and will share with others. ELumen replaces the Program Review Submission Tool (PRST) assessment document repository and CurricuNet a curriculum workflow/storage database. The new eLumen assessment software has the ability to assess courses via

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		<p>Canvas. Work is needed to create the CLSO/PSLOs assessment parameters for eLumen and Canvas. The TLC group will assist with designing the assessment configurations. The assessment project will stimulate conversations about the current assessment process e.g. how assessments are evaluated via the course assignments and grading. These discussions will help streamline the assessment process for consistency. The onboarding process requires clean-up of the Colleague system; re-categorizing department codes and updating course files. ELumen has the ability to be programmed based on campus uniqueness (e.g. CSLO/PSLO/ISLOs). The District will upload the course database infrastructure. The CSLO/PSLO/ISLO information lives on the COOR hardcopy; eLumen allows the ability to house the information electronically, making it easier to access and revise. The campus would be able to track curriculum documents, and access the most updated copy to review and revise. Super User will be assigned to test the system once the project is completed. A timeline of completion will be shared with the campus community, once the team leads complete their onboarding tasks over the summer. Training may occur Spring 2020. ELumen allows for infrastructure workflows to be customizable, however, in-house processes may change that’s congruent to the software ability. Contra Costa College will be going live almost immediately since CurricuNET is now unavailable. Recommendation to have faculty utilize the eLumen assessment module as beta-testers before going live. ELumen is scheduled to go live Fall 2020.</p> <p>Committee Feedback:</p> <ul style="list-style-type: none"> • Recommendation to offer a Focused Flex may not be feasible at this time. Beta testers would be appropriate method to utilize before going live. • Current PSLO process will conclude while eLumen is being developed. Briana will send a reminder email to departments to continue the current CSLO/PSLO assessment practice. Departments can contact Beth Ann to check which CSLO and PSLOs have been received and are due or outstanding. • The Deans have created a Department Chair (DC) Dashboard via Canvas, available soon for DCs to access resources and information. The dashboard will include an assessment tracking mechanism.
6.	Update on GE Chair, SLO Coordinator, and PIP Co-Leads	Tabled

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7.	CSLO/PSLO Discussion	none
8.	<p>SENSE Survey</p> <ul style="list-style-type: none"> • Read and reflect on items related to teaching, learning, and assessment • Use it to help plan PD opportunities. 	<p>Scott Warfe provided an update on the SENSE survey results and facilitated a group activity. The survey was conducted 2012-2018, population English and Math students, assessing their experience on campus within the first few weeks of the semester. The survey questions focused on engaged learning, expectations & aspirations, and support network. The committee was asked to review the survey results and provide feedback based on the following questions:</p> <ol style="list-style-type: none"> 1. What does the data reveal about the ways we’ve been successful as a community or areas where we still struggle? 2. What might be some potential explanations for the data 3. How might the TLC either help strengthen areas that indicate success or improve areas that show a deficit? <p>TLC Members in groups of 2-3 answered the questions and provided their feedback on post-it notes for Scott to review. The following are a few outcomes shared by the committee:</p> <ul style="list-style-type: none"> • Provide a flex workshop to help faculty enhance their knowledge concerning support services. This will help faculty to assist their students. A recommendation, have faculty and/or students complete a campus scavenger hunt. • Redo the survey to see the results from the perspective of Engl 100s vs 100 and Math 110 vs 110s. • Consider developing an inspiring marketing message to students “congratulations you are ready for transfer math.” Use a direct approach to send a positive message that changes students’ perception to that they will be successful class.
9.	Adjournment	4:02 pm