

TEACHING & LEARNING PROJECT MINUTES

MAY 3, 2011 – 2:30-4 P.M.-OFFICE OF INSTRUCTION – CONFERENCE RM 420

Present: Cindy McGrath, Gail Newman, Tawny Beal, Gil Rodriguez, Terence Elliott, Scott Cabral, Janice Townsend, Kiran Kamath, Julie Von Bergen, Katalina Wethington, Mike Grillo.
Guest: Mary Oleson. Note taker: Margaret Hertstein

1. Welcome, public comment and announcements – None
2. Agenda – Approved.
3. Minutes from March 29th and April 5th – Approved in general since these were not emailed out ahead of time and in the interest of time. For the April 5th meeting minutes, add Kiran Kamath as attending. If members see something else we might have missed in these minutes please let Cindy know.
4. Constituent Updates –
 - The last GE Seminar was held Monday May 2nd. A good discussion was held regarding assessment.
 - Developmental Education is glad that one day of FLEX is devoted to assessment.
 - Cindy presented the assessment plan to CTE at their last meeting.
5. Assessment Flex Proposals - Mary brought copies of the FLEX proposals submitted that were assessment related. Janice and Cindy will put together an outline for the Wednesday Flex day that includes a morning speaker with breakout/departamental afternoon sessions for Mary to take to the LPG meeting. The speaker(s) will be discussed and planned further after the BRIC retreat on May 13th.
6. Report to Shared Governance Council – Cindy will report on May 11th instead of the April 27th date previously scheduled. A draft document that Cindy has prepared to present at the SGC meeting was discussed and feedback given. Cindy will make the suggested changes.
7. Revising the model structure and timeline – In general the faculty have expressed they are okay with the current new model as it has been presented.
 - The GE part of the five year plan is still in progress.
 - Faculty has expressed a desire for a change to the GE Monday Seminar's which needs to be addressed.
 - Transitioning to the new model will occur in FA11 and be implemented by FA12.
 - Department Chair responsibility to report on assessment progress was initiated.
 - Research and Planning has been centralized through the District Office. Although a serious concern, this should not make a difference in implementing our new plan.
 - How to collect the data and what to do with data is still a question.
8. TLP leadership and membership issues.
 - Cindy will continue as TLP chair through SP12 with a new chair in place for FA12. Someone could step up and shadow her through the SP12 for easier transition. So far no one has accepted the job.
 - Janice will work hourly as coach if needed.
 - A plan will need to be outlined for coaching needs and determination of how long coaching actually would be necessary once the plan is established and going.

9. Documenting assessment and closing the loop.
 - Next agenda we will put this discussion earlier.
 - Cindy prepared two draft worksheets that could be used to synthesize departmental data for reporting into program review. These were draft documents to get the discussion started. Janice was concerned these would dilute the assessment work. Her concern was that faculty might use assignments as their assessment method getting away from the good work done on assessing the CSLO's up to this point.
 - The current program review documents would work as they are. They are easy to use and faculty is familiar with them.
 - Will the final reporting out of assessment results be considered closing the loop?
10. TLP handbook and online resources – Tabled, no time today.

Upcoming meetings:

May 10th 2:30 to 4:00 p.m.

May 17th 2:30 to 4:00 p.m.