**Present**: Tue Rust, **Chair**; John Alper; Francesca Briggs; Courtney Diputado; Louie Giambattista; Christina Goff; Paula Gunder; Anthony Hailey; Natalie Hannum; Kiran Kamath; Erika LeBlenc (Student Representative); Cindy McGrath; Gail Newman; Sophia Ramirez; Alex Sterling; Nancy Ybarra; Shondra West (note taker)

**Absent**: Sara Toruno-Conley and A’kilah Moore

**Guests**: Delaunay; Tori; and Kadisha (Students)

Meeting called to order: 2:05pm

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| **Topic** | **Notes** |
| Public Comment  | None |
| Approval of the Minutes: 9/16/14 | Approved (M/S; Hannum/McGrath), Unanimous  |
| Approval of the Agenda | **Motion**: Reposition agenda topics and add topic; scheduling Approvemodified agenda: (M/S; Goff/McGrath) Unanimous |
| Welcome New Membership | New members were welcomed; S. Ramirez (Counseling – Brtwd); J. Alper (Chemistry); F. Briggs (Physical Sci); and E. LeBlenc (Student Rep.). Tue will meet and provide intuitional wisdom to broaden the new member’s awareness about TLC. |
| CSLO Coordinator Position | TLC leadership was designed to include three positions with one position being off schedule. The off schedule position helps transition people on/off so new members will have a chance to receive training from seasoned members. This process provides continuity to all positions. As an option to fill the one vacant position, bring an interim person on during Sp15 and hire someone to take Christina’s place starting FA15; leaving Tue and Anthony as the seasoned members. The idea is to have a stop gap person fill-in for Sp15 and have the new person begin their two-year membership starting Fa15. There is a possible candidate, but at the moment is not available to start Sp15 due to other commitments. It was suggested beyond the 12 ½ percent release time extra funding could support Christina being shadowed. By December 2014 the position will be announced to full-time (FT) faculty to start Jan. 2015. **Committee’s feedback:*** It’s a short notice to ask for FT nominations to start Sp; schedules have been assigned. Either they can take an extra load or drop 12 ½ percent of their load for Sp.
* Hopefully someone can commit for 2 ½ years starting Sp15.

The committee discussed the possibilities of offering the position to part-time (PT) faculty, only if a FT member doesn’t volunteer. **Committee’s feedback:*** Academic Senate has not officially voted to allow a PT member hold the position. The information needs to be discussed and approved with that body first.
* Request one-time occurrence from senate to approve a PT member to fill the position.
* The guidelines as written allow release time which is converted to non-instructional hours or stipend; it was never to exclude PT.
* The VP position is funded by the District and TLC is funded by the college, so the guidelines are different to allow PT members hold the position.
* As a Brown Act committee discussion should be communicated to the committee instead of outside regarding decisions to hire PT member for the position. The decision has not been proclaimed by administration.
* TLC is a policy making body and should speak with upper management about allowing PT to fill one, but not all three positions in the spirit of filling the position with a FT member first.
* In regards to filling the position it’s a core position to the college and there’s a level of flexibility for that person to close the loop; PT members may not have that commitment.
* Participation from PT was an accreditation concern; they should be involved in the assessment process. By allowing the position to be filled with a PT member this would meet accreditation concerns.

**Motion**: Send an announcement to FT faculty (only) regarding the CSLO Coordinator position: (M/S; Goff/Ramirez), all in favor with one abstention; Gunder. |
| Updating COORs of assessed courses | Cindy’s idea was discussed - administrative support is needed to update outlines for COORs assessed in 2012-13. Based on a previous discussion at curriculum; it was proposed that Eileen and Shondra would provide administrative support. They would reformat assessed outlines from cohort 1 and 2 and transpose the information to the newest format. Afterwards, the revised/reformatted outlines would undergo department review and lastly be submitted to curriculum committee for approval.It was suggested to complete the task using CurricuNet. It’s not certain if CurricuNet is available to support the changes needed. The idea of using CurricuNet is something that will be brought back to the committee. |
| Data Analysis and GE Program | The data analysis documentation was reviewed and discussed. It was questioned if GE and ISLO are one in the same; based on accreditation it is. The overall quantitative data was discussed regarding GE course completion and what percentages of students take GE courses at LMC.It’s uncertain if GE courses are part of the local degree and/or transfer; more information to follow later. It’s important to define GE for students in attendance for more than two years; at the state level discussion are taken place to mandate every student to complete ISLOs/GE. **Committee’s feedback:*** There’s an assumption that a population of students want certificates; when reviewing the data it demonstrates otherwise. Attendance trends show students are seeking a degree/transfer based on number of years completed.
* It’s unknown if transfer GE courses count in the data outcomes.
* Data illustrates female majority is overwhelming, but male majority has not taking GE. It’s hard to determine the reason since the group completed only a semester and male students drop out more than female students.
* The statistics is skewed for student groups that completed 1-2 vs. more than two semesters. The data mean is being pulled up when the medium should be used to show a value of two years.
* Alex completed a study regarding institutional outcomes using students that completed 18-21 units. To accomplish the task at hand, the data should be driven from students that completed 18-21 units, not students taking one GE course as meeting the ISLOs.
* Data should also include number of GE courses completed by degree applicable students and how many are proficient in ISLOs.
* It’s difficult to evaluate whether students have taken one GE course; even looking at one course in a department would be difficult to measure proficiency.

Seek approval from the committee to request that the data be defined to: 1.) students attending LMC for at least two years and 2.) the minimum number of GE courses completed.**Committee’s feedback:*** As related to GE, consider measuring the external factors.
* Measure students that completed certificates or skill certificates by retroactively analyzing completed ISLOs.
* Suggestion to disaggregate the data and shrink the sample size to gather concrete data.

It was purposed to the committee to meet twice a month or have 1 or 2 three hour retreats each semester focused around professional development and closing the loop; who are we – our vision and mission statement.**Committee’s feedback:*** Suggested meeting an extra ½ hour before the meeting starting at 2pm.
* Agreed to two hour meetings once a month and a retreat in the Spring.
* Start the new time change in November and offer an orientation for new members.
* Provide a culture conversation about growing leadership.

Change the meeting date December 16th during final week to 9th.* Committee agreed to the date change.

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| Ladder of Listening (learning) | Tabled |
| Assessment Survey - matched pair | A five year cycle was created for ISLOs, GE, PLSOs, and CSLOs to be assessed. The idea behind the cycle, within four years all courses should be assessed and by the 5th year programs. GE process is parallel to the cycle in which one or two GE courses are assessed each year. Last year a survey was conducted to poll faculty on the process via Survey Monkey. This year, a similar survey will go out and the information collected will be compared to last year’s results to determine if the process improved. The comparison data will be summarized in the mid-term report. The committee suggested making the survey shorter by not asking all the questions; determine which questions are priorities. It was asked for the committee to review the existing survey and send Tue feedback via email. The process to develop and poll faculty should be completed by February and the analysis available for the retreat planed for March or April. |
| CSLO Coordinator Announcements | A glitch with PRST was discovered. When courses are uploaded and checked off in the tool and if the information is moved the check mark is removed completely. So when making changes, adding courses, or shuffling information around it seems to trigger the glitch. It’s not certain whether the report is invalid, if the data is being recorded, or the checkmark is simply removed. At the moment there isn’t a workaround |
| GE Coordinator Announcements | The committee is working on completing GE CSLO #5, assessing those COORs and preparing a survey. The committee is still under discussion to eliminate GE CSLO #2 and replace it with information literacy. Library administrators like the information literacy component for PSLOs level and requested to be added to GE’s agenda for further discussion. |
| Announcements | None |
| Adjournment | 3:27pm |