Teaching & Learning Committee Minutes

April 15, 2014 2:30-4 p.m., CO-420

Attendees: Sara Toruno-Conley, A’kilah Moore, Natalie Hannum, Ruth Goodin, Rosa Armendariz, Erlinda Jones, Nancy Ybarra, Tue Rust, Laurie Huffman

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| **Activity** | **Notes** | **Next Steps** |
| Announcements | A’kilah Moore, Jamila Stewart and Carla Rosas will take 4 students to eight HBCUs to get TAGs. This was a joint effort funded by Exito, LMCAS and the Transfer Center. There will be a video! |  |
| Agenda Approval | Approved |  |
| Minutes Approval | March Minutes approved | Feb minutes must still be approved |
| Assessment Update | Christina Goff will continue to be PSLO/CSLO Coordinator in Fall 2015. LMC will continue to look for a coordinator with a contract that begins in Spring 2016. As per Kevin Horan’s mandate, representing management’s interest, this must be a FT faculty member. | Continue searching for a FT faculty member to be a PSLO/CSLO Coordinator with a contract that begins in Spring 2016 |
| Accreditation Report Discussion | Postponed | Future agenda item |
| PDAC: Professional Learning Facilitator Position Proposal | Ruth, Erlinda and Rosa brought the proposal to TLC for review, insight and suggestions. There was strong history for this position, dating back to a previous accreditation report citing there was no central place for professional development. Through previous presidents, a 13-person representative steering committee, and recent campus-wide dialogue, the culmination of years of effort have resulted in this proposal. Ruth and the Economic Development Office secured 1 year funding for 50% release time. The position has a strong connection with TLC, PDAC and LPG. | TLC suggested including specific language around closing the loop between assessment’s findings and associated professional learning and for connecting to statewide professional development. In terms of the spirit of the position, there was a suggestion to focus on efforts that would help institutionalize the position throughout the year. |

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| **Activity** | **Notes** | **Next Steps** |
| Reassigned time procedures and evaluation | With the sudden change in management’s view of whom could apply for the PSLO/CSLO coordinator, there was a discussion around procedures and evaluation of reassigned time.  | Request Richard Livingston be consulted about a process developed several years ago. |
| TLC webpage |  | Change Developmental Education to Basic Skills Committee |
| TLC Budget |  | Reaffirm the budget with Bob Kratochvil and Kevin Horan |
| Clerical Support | “Clerical support” is mentioned throughout the TLP Position Paper, which was amended and passed by the Academic Senate and Shared Governance Council. It includes clerical support for “note-taking during TLC meetings, updating the website and other necessary clerical functions”, “Handl[ing] agenda, minutes and posting of TLC information to the website”, “Compil[ing] the institutional portfolio that documents assessment work on campus, and mak[ing] this portfolio available as evidence that the college is meeting accreditation standards, with clerical support as needed”. TLC currently has no clerical support | Inquire with Kevin Horan as to how to receive clerical support |
| Leadership Transitions | Tue Rust ran the meeting and was “okayed” by the TLC. Concern was raised about not having a GE Chair and its implications. Concern was also raised about not having a 2-year contracted PSLO/CSLO coordinator. | Work with Academic Senate and management around FT faculty members and leadership. |

**Future Items**

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| Discussion on GE, GE Chair, ISLOs, and TLC | There seemed to be opportunity for clarity and improvement with respect to the roles of GE and TLC Chair. This is closely linked to ISLO creation and assessment. |
| Reassigned time | See above minutes. Create a space to have Richard help TLC offer management advice on how to more effectively manage reassigned time. |
| Clerical Support | Formally be provided with clerical support through, most likely, side meetings with VP of Instructor, Kevin Horan |
| TLP Handbook |  |
| Online Resources |  |
| Updating the website |  |
| P-drive | (CurricuNET META Assessment archive) |
| Revising SLO reporting forms |  |
| Responding to PD needs around assessment |  |