**Teaching & Learning Committee Minutes**

April 16th, 2013—2:30-4:00pm, CO-420

Present: Laurie Huffman (Chair), Cindy McGrath, A’kilah Moore, Sara Toruno-Conley, Alex Sterling, Gail Newman, Christina Goff, Tawny Beal, William Cruz, Kiran Kamath

Absent: Paula Gunder, Ryan Pederson, Scott Cabral, Patricia Tirado

1. **Welcome and Announcements**

Laurie welcomed the group.

1. **Approval of Agenda and Minutes**
	1. Agenda was approved after it was agreed that item 5. Accreditation would be moved forward since Kiran had to leave early.
	2. Minutes were approved.
2. **Accreditation**
	1. Accreditation Questions for TLC
		1. Discussion of what committee can best answer/address the questions
			1. We discussed whether these questions may be better addressed by program review and/or the planning committee
			2. Kiran stated that committees may be given assignments eventually, each committee being able to shed some light on the questions.
			3. We decided to see which questions TLC can address while commenting on the questions as a whole
		2. TLC’s comments on the questions
			1. Bullet 1: Answer found in program review
			2. Bullet 2: Answer found in program review
			3. Bullet 3: Answer is “yes,” but we need to explain how well we conduct a curricular review.
			4. Bullet 4: TLC can answer this, and “outcome summaries can speak to this” (Laurie).
			5. Bullet 5: TLC can answer this, and Data can be found on the P-drive and executive summary (Cindy).
			6. Bullet 6: Answer is “yes.” Our course outlines of record show the evidence (Christina).
			7. Bullet 7: These questions are about program level assessment, and they’re looking for examples that are pervasive (Kiran). In response to “What institutional dialogue has occurred,” we said the dialogue is all in the 25 page report that Cindy wrote and in the survey on the P-drive.
		3. Overall response to the Accreditation Questions
			1. All the answers can come from program review (Laurie)
			2. Ryan can help address what data is available
		4. Laurie will have this draft done by Friday (4/19/13)
3. **Updates**
	1. Assessment Update (Christina)
		1. 73% is complete
		2. Department chairs have been submitting their summaries
		3. Comments/Concerns Raised about Course Cohorts
			1. We need 2 lists: a running tally of courses assessed to get to 100% and all the courses put in the 4 cohorts
			2. How to track the cohorts created
				1. The department chairs are supposed to be tracking the cohorts
				2. We need to make sure departments have created cohorts so we can track them, so we should guide faculty into completing their course cohorts by May
				3. We need a list of which departments haven’t done this yet
				4. Can Christina bring an updated list of which departments have cohorts created?
				5. Need to give them a deadline and then leave it up to management to enforce it, or we could say “we’ll put courses in cohorts for you.”
				6. We need a master list of which courses are in which cohorts
			3. We will put this issue back on the agenda
	2. GE-Update (Alex)
		1. The GE Committee finished their assessment plan and decided what to do.
		2. The research office will be helpful; we can sent them the student ID numbers and scores and they will do the data work
		3. Proposed an August FLEX
			1. To iron out the plan
		4. Paper scoring even in January
4. **Kiran’s Report on PLOs/Final Plan (A’kilah)**
	1. Memo went out to departments with multiple programs and/or skills certificates
		1. (See memo)
		2. Deadline to develop and list PSLOs for all chancellor’s office approved programs in the 2013-14 catalog is May 1st
		3. Deadline to develop and list PSLOs for skills certificates in the 2014-15 catalog is Nov. 1st
5. **Fall Monday Campus-Wide Meetings for TLC (Laurie)**
	1. Does GE Need more college meeting time in the fall?
		1. Would be preferred to be paired with TLC if meetings will be split between 2 committees (Alex)
		2. Would like 2 meetings in the fall (Alex)
	2. The placeholder: GE/TLC professional development
		1. We can be vague and decide the details later
6. **Professional Development in Assessment FLEX (Laurie)**
	1. Laurie wrote 2 FLEX proposals
		1. Will give time in first week of FLEX to get assessment work done that doesn’t get done over the summer
		2. Virtual 2-week FLEX
			1. Will create a blog to gather feedback and to address questions such as:
				1. How is assessment going for you?
				2. What are your findings?
				3. What would you like to see done?
			2. People may be able to give assessment ideas and ask questions
			3. The TLC could sign up for the blog
			4. Can use the blog as evidence

The meeting was adjourned at 4:00