Teaching & Learning Committee Meeting Minutes

September 17, 2013

2:30-4:00, CO-420

* Meeting called to order at 2:35 by Laurie Huffman.
* Agenda was approved with minor changes.
* Members & Guests:

Laurie Huffman

A’kilah Moore

Natalie Hannum

Christina Goff

Nancy Y’barra

Kiran Kamath

Alex Sterling

Christine Park

Cindy McGrath

* Minutes were approved with minor spelling and grammar corrections.
* Committee noted that TLC would benefit from clerical support. Such support was provided in the past.
* Assessment Update:
	+ Still around 72% of courses report assessments. This percentage has held steady even with courses that have been deleted and added to the catalog and schedule.
	+ Cohort data is in numerous locations. Model is moving to a department-centered model, but still needs Christina’s attention. During the past 2-3 year, 564 classes have been scheduled, and 407 have been assessed. Christina is reaching out to work directly with the department chairs.
	+ There is a discrepancy in the number of active courses.
	+ David Wahl was asked to develop an assessment for work experience courses.
	+ The committee discussed how new courses being approved by the Curriculum Committee and how they would be captured into a cohort. No decisions were made, but the group will continue the dialog to develop process.
	+ All assessment information is stored on the PDrive and is updated every two weeks.
* Greg Stoup, Senior Dean of Research and Planning for CCCCD:
	+ Greg is getting a good sense of the district and the capacity of the research office.
	+ He will begin attending the planning and TLC meetings at LMC to fully understand and support the needs of the college.
	+ The committee acknowledge his presentation during the College Assembly and the value of the information to the college community.
* General Ed Committee:
	+ Alex Sterling reported that an assessment plan for the GE Committee was developed, and the students would receive a survey/instrument in two weeks to begin gathering data for assessment.
	+ The GE committee is conducting a professional development activity during the Monday college hour on 9/23/13.
	+ Alex reported the GE Committee will provide an annual report in March.
	+ Alex reported that much of the work of the GE Committee has been about content review.
* Accreditation:
	+ Kiran Kamath reported that in addition to working on the self-study document for accreditation, four substantive change reports were submitted and accepted by the Chancellor’s office, including substantive changes for Distance Education, Brentwood, Fire Academy and Law Enforcement Academy. She expects all will be approved by 11/14/13
	+ Kiran reported that Standard 2a would benefit by being infused with TLC. Kiran encouraged members if TLC to read and contribute to section 2a of the self-study.
	+ Kiran reminded the committee of the ACCJC rubric of assessment and levels of implementation. Kiran has been asked to join a task force of six people to evaluate the ACCJC annual report.
* Flex Update:
	+ A two hour section of flex was schedule for TLC, but no one attended.
	+ Laurie Huffman create a blog spot to try and capture information.
* Membership:
	+ This was tabled due to time constraints.
* GE Monday Event:
	+ Alex provided two potential agenda items and asked for input from the committee.
	+ Alex expressed concern about the time allotted to GE during the Monday college hours.
* TLC Goals:
	+ Laurie provided goals that were developed last year and asked that the committee review them.
		- Goal 1: Implementation of assessment plan
		- Goal 2: Continue with assessment model
		- Goal 3: Professional development- ideas and implementation
* Meeting adjourned: 4:00 (thank you to Natalie for taking minutes)