**Members**: Tue Rust, **Chair**; Francesca Briggs; Courtney Diputado; Natalie Hannum; Louie Giambattista; Christina Goff; Paula Gunder; Kiran Kamath; Cindy McGrath; A’kilah Moore; Gail Newman; Sophia Ramirez; Alex Sterling; Sara Toruno-Conley; Nancy Ybarra; Shondra West (note taker)

**Absent:**  Anthony Hailey and Erika LeBlanc (student)

**Guests**: None

Meeting called to order: 2:00pm

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| **Topic** | Comments |
| The Beginning - Call to Order | Meeting called to order: 2:00pm |
| The People - Public Comment | It was requested that the TLC Chair will communicate better with members regarding new Professional Development strategies. |
| Honoring the Past - Approval of the Minutes | December 9th minutes tabled next meeting; 2/17 |
| Honoring the Process - Approval of the Agenda | **Motion:** Approved with changes: (M/S: Giambattista/Gunder) Unanimous  Agenda changes:   * Add discussion item: the roles of TLC and the plans with PDAC. * Remove CC Chair Announcements (item 12) |
| Assessing: Assessment Survey | During spring semester the midway report is shared with the campus community. The report includes previous assessment results from two years ago. This information will be used to compare and contrast both previous and current results.  The latest survey contains a few new questions suggested from the committee at the last meeting. It was noted the appreciation to create a new generic survey that includes Student Services, but a not applicable option is needed for questions that do not apply to the new groups.  The survey feedback from the committee:   * Question 1 – For people working in other professions besides teaching; e.g. management and/or administration it was suggested to add different selection options and add an area to input the number years worked. Allow for people to select multiple options for those that hold different positions and total the cumulative years worked. This will help tease the amount of time one has worked with assessment. * For faculty section ask if full or part-time. It’s important to include the status to delineate the survey responses. The responses are different depending on the group. * What is the purpose of the question two? It was shared this question was asked previously to capture the different viewpoints around assessments. Answer various between FT and PT on the assessment cycle process most likely due to the number of years using the module. New people are most likely to experience the greatest issues understanding the module. Delineating the responses from faculty, management, classified will help develop PD tools that support units around closing the gaps.   It was requested for the committee to complete the survey before it’s sent to the general public and bring back suggestions that will enhance the survey. The survey currently has 11 questions and should take 15 or 20 minutes.  It was suggested to create sub-committee to work directly on the survey. The survey would need to be finalized soon in order to seek approval from senates and administrators before sending it out. The goal is to complete the project before the end of Spring. The sub-committee will consists of Tue, Cindy Anthony and Louie. The deadline to submit feedback as a committee is January 31st. |
| Financing: RAP | RAP requests are due soon for funding. TLC is requesting a RAP for the amount of $6000.00 which is more than pervious requests. This year’s RAP request includes stipend for adjuncts and a budget for TLC’s basic costs.  Over the years the amount of stipends increased to cover the growth of adjunct participation. It was suggested to ask Department Chairs to provide the number of adjuncts that will complete cohort 4 work and/or any overdue projects to determine a concise budget. Some adjuncts requested for FLEX instead of a stipend.  During previous years the EXITO grant provided funding for stipends but that funding is ending. RAP funding is necessary to cover ongoing costs. Previous years the EXITO grant set aside estimated $8,000.00 and the funds were not exhausted via stipends. Based on previous budget reports the stipend payouts changed yearly, so the committee agreed requesting a RAP of $6,000 is appropriate.  It was suggested to question other colleges how they receive assessment funding and the amount; use the Listserv to ask the question.  Adjuncts participation is part of the TLC position paper. To offer equitable rights for PT, TLC supports adjunct participation along with fulfilling state mandates. FT faculty participation is part of their assignment. PT would be paid the non-instructional rate.  Basic cost consists of making copies, licenses for Survey Monkey (yearly), TLC supplies, assessment related conferences, PD trainings, facilitate workshops, and guest speakers. The due date to submit the request is approaching; 2nd or 3rd week of February.  TLC is updating the RAP proposal to replace the outdated one which the funding was based on a module that has been changed. A new updated budget is needed to receive ongoing support via RAP. Nancy agreed to work with Tue to write-up TLC’s budget history and the particulars needed for current funding. Conferences will be written into the budget, however some conferences are covered via Professional Development’s budget. |
| TLC Membership | Tabled |
| **NEW Item**  TLC Professional Development & PDAC | It was suggested by Laurie last year to connect TLC and PDAC through assessment in order to implement change. In the Program Review Tool, people can check if assessment objectives were written, if not, the departments need to write documents related to assessments so the information can be categorized for PD needs. PD implementation would consists of data driven opportunities.  The preparation work would start around February or March after program review is completed; Tue and an additional person will compile the data and present the information at a retreat.  It was shared some people feel the data would not produce the results expected and perhaps the deans process of meeting with their chairs is better. Overall, PD may not be able to meet the needs of offering full support consequently taking it away from the committee’s responsibilities. The module is written for committee leaders to receive reassigned time to conduct PD. However, with the role of PD expanding it should become institutionalized as a separate entity while conjoining the committee leaders without confusing people where to seek PD support. There are different ways PD efforts can be marketed for those seeking PD support. It’s a good idea to integrate PD with committee leaders to help relieve the pressure.  PD with conjunction with assessment there are two sides: 1.) how to use PD to conduct effective assessment especially during year five when program assessments are due. PD should focus on training people how to complete both course and program assessments. TLC should take the lead with supporting the efforts via the budget for conferences and trainings. 2.) The role of PDAC should support classroom issues identified from assessment results and provide training for faculty to teach effective pedagogy in the classroom.  It was suggested use the survey to ask people do they need assessment coaching. With assessment housed within TLC, coaches should come from this group as experts to train others. Trainers then can then assist new people within departments to become familiar with the assessment process. PDAC collaboration with TLC should be to offer intuitional training by bringing outside people in from other colleges.  As a future agenda item, discuss taking ownership of what type of assessment training is needed from TLC to be offered via a retreat? The new CSLO Coordinator may be able to take on some of the PD training roles and responsibilities.  It was suggested to add a survey question: whose completing discipline based PD training within the teaching communities. Some departments are offering PD around teaching advancements that could inspire other departments. |
| Developing: Closing the Loop Retreat | The retreat will be planned after the survey results are submitted; proposed April 10th , April 24th or May 1st, Friday from 9-12 pm or 12-3pm. The committee will share their proposed date and time via email to the TLC Chair. |
| CSLO Coordinator Announcement | **Motion**: Approved to send the announcements with amended changes (position title, add two bullet points) and fix workshop typo (M/S: McGrath/Gunder); unanimous  The final draft is completed for the Deans, VP, and President’s approval. The committee reviewed the announcement and made suggested changes. After the updated announcement is completed, it will be sent to FT faculty first. If no response from FT, the announcement will be sent to PT faculty. TLC is responsible for recruiting and hiring of the position.  The senate approved that a PT faculty member could apply for the position. The committee members were concerned with a PT not being continuously employed each term and would they remain eligible for the position; the position term ends Sp’17.  If the person taking the position is no longer available, another vote would occur. When considering PT, they must have good standing with the department.  It was suggested to create a selection and removal process. Currently at the end of each semester, the person holding the position is evaluated in order to continue receiving reassigned time, at this point the committee can decided to keep the person in the position. PTs do not have rights similar to full-time employment and it was suggested to review the announcement for legal issues. It was recommended to have HR review the announcement.  The person in the position would report to a manager if they experience trouble. The person would need to maintain the deliverables which is noted in the announcement for accountability which the assigned TLC manager would meet with the person for periodic review. Currently TLC has not been assigned a manager due to restructuring.  The different committee structures within governance reassigned time is different compared to TLC; e.g. curriculum committee reassigned is regulated by senate and college president. For TLC the person would need to maintain the deliverable requirements to continuously receive reassigned time. The manager assigned to TLC approves reassigned time.  TLC is responsible for the hiring process; paper screening, interviewing, and hiring. A team of people is needed for each process. |
| Sharing: TLC Midway Report | The committee reviewed the mid-way report; documented advancements towards closing the loop:   * TLC membership section is up for review and will be determined later in the year. Current membership is 19-21 with corium at 10. Membership is heavy on management and no representation from classified. * The assessment section covers PSLO, GESLO, and CSLOs. * ISLO vs. GESLOs section is a long-term discussion. This section covers the TLC’s discussion, Cindy’s analysis, and the District Chancellor’s presentation. * Institutional set standards section speaks to TLC’s guidelines.   The midway report speaks to self-assessment and evaluation as it will go through senates and SGC for 1st/2nd read. The midway report does not require approval by the bodies unless membership changes occur. The assessment and survey work can be found on the TLP website and is updated every year to determine the current number of courses assessed. |
| Meeting adjourned: | 3:40pm |