

TEACHING & LEARNING PROJECT MINUTES

OCT. 4, 2011 OFFICE OF INSTRUCTION – CO-420

Present: Scott Cabral, Christina Goff, Mike Grillo, Kiran Kamath, Cindy McGrath, Gail Newman, Gil Rodriguez, Katalina Wethington, Julie Von Bergen; Margaret Hertstein – note taker.

1. Welcome, public comment and announcements.
 - Tawny can't be here today so we will table BRIC item 5.
2. Agenda – Approved with adjustment to order.
3. Minutes from Sept. 20 – Approved.
4. Constituent Updates:
 - Mike reported that CTE had a presentation from Christina and will follow up with a look at the Fire program as a sample at their next meeting.
5. Assessment Model Revision.
 - TLP membership. Cindy would like to prepare the membership proposal for submitting to SGC. The draft proposal was discussed. The committee agreed on a structure of a three-person leadership with working titles of Administrative Lead, Documentarian Lead and Professional Development Lead. There will be overlap with each person and coaching through each position. The role in each lead position would evolve and change depending on where the campus is in the 5-year cycle. It might be a good idea for future leaders from within the committee to shadow the leads to learn about the position(s) and split the work and the load. Load and stipend were discussed. First we must address what the job is. Cindy will write up the proposal and then the time allotment and load decision could be addressed, with 25 percent as a working figure. There was a suggestion to have an amount of dollars in the TLP budget to use to pay a stipend, for example, when leads go over the assigned load for extra coaching. TLP can also apply for RAP funding if necessary depending on needs year-to-year.
 - The representative membership areas were also discussed. It will be understood that if an appointed TLP member assumes one of the three lead positions it will be left up to the affected departments to decide if they want to appoint another person. If they are fine with having the representative from their area be both lead and member for voting that person would only have one vote, not two. Terms would align with usual current practices for membership, two years. If TLP continues to meet twice a month, co-representatives could alternate their attendance if their particular group had nothing pressing to address on the agenda. The committee would also like to change the Committee title to Teaching and Learning Committee (TLC) as it is at so many other colleges, and refocus on Teaching and Learning to get away from the negative assessment connection.
 - Cindy will update the flow chart for the five-year plan for a future meeting. It is unknown what Academic Senate will end up deciding since they are considering revising General Education at LMC. Having General Education as a super program that reports out in the fifth year makes the most sense currently and in general makes assessment easier in the long run. Departments that offer GE courses can work through the GE committee to decide how they want to assess

GE, through aggregating the course assessments, and/or through some other assessment tool. Cindy will meet with Gail on the student services piece. A FAQ will be developed by Cindy. Please forward your departments questions to her.

- Please review the Assessment Position Paper and give feedback to Cindy. She will take the input and update the paper with your ideas. She would like to have this go to Academic Senate and Shared Governance Council this semester and begin planning in the spring for implementation in Fall 2012. The context of updating the position paper now is justified since we have the survey input. Suggestions from the meeting include removing the assessment wording throughout as possible and putting “Principals of Assessment” before “Requirements.” Get away from compliance words to teaching and learning words. Shift to a mission of teaching and pride, and working toward the sustainable, quality improvement category in assessment ultimately required by accreditation.
6. No time for the Assessment Survey today. Do your homework and bring it to our next meeting. Send your comments on the position paper and membership draft to Cindy this week.

Meeting adjourned 4:05 p.m.

Upcoming meetings: Oct. 18, Nov. 1, 15 and 29, Dec. 6.