

# TEACHING & LEARNING PROJECT MINUTES

NOV. 15, 2011 – 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.
2. Agenda – Approved with addition of discussion item regarding additional Nov. 29 meeting.
3. Minutes from Oct. 18 – Approved.
4. Constituent Updates:
  - Christina found a glitch in the P drive folder and Sharepoint for Athletics that she hopes is not carried throughout the system between Sharepoint and the P drive.
  - Mike reported that Christina will lead the CTE committee next week in a working session for assessment.
  - Gail reported that the next Student Services newsletter will be coming soon.
  - Katalina reported that Developmental Education will be meeting next Monday and that Program Review is on the agenda.
5. Flex Planning – Tawny is looking into getting the award-winning Contra Costa College program leads to present their PSLO assessments in place of Greg Stoup who can't attend our opening day session. The plan is to have a presenter in the morning and breakout workshops on CSLO/PSLO in the afternoon. Presenters are needed from the pre-test/post-test, Social Sciences and Humanities and Student Services folks. Please encourage faculty and staff from these areas if you know of anyone to come forward and present. Katalina will ask Paula Gunder about an ESL presentation; Mike Grillo will find someone to present from CTE; Gail Newsman will ask someone to present a student services assessment; Cindy will contact Dave Zimny about a pre-post test assessment presentation.
6. Student Success Task Force district discussion – Cindy, Scott and Julie attended the discussion. There was good student participation. This process is on-going.
7. New Assessment Model – Cindy has been working on the Assessment Position Paper since last spring and presented the second draft. The committee reviewed the revised document and discussed language and additions. Leadership team responsibilities were discussed at length and Cindy will update this section with committee suggestions. Please continue to mark up and forward suggestions on this document to Cindy, especially for the added “succession plan” section. She will re-work the document and bring a third draft back for the Nov. 29 meeting. She would like to have this completed as soon as possible for submission to Academic Senate and SGC.
8. We will meet on Nov. 29, the fifth Tuesday to continue work on the Assessment Position paper.

Meeting adjourned 4:05 p.m.

Upcoming meetings: Nov. 29, Dec. 6