Teaching & Learning Project Minutes

February 7, 2012 Office of Instruction – Conference rm 420

**Present:** Cindy McGrath, Gail Newman, Gil Rodriguez, Kiran Kamath, Scott Cabral, Mike Grillo, Katalina Wethington, Christina Goff, Julie Von Bergen, Sara Toruno-Conley, Tawny Beal, Alex Sterling, Margaret Hertstein, Note-taker.

1. Welcome, public comment and announcements.
2. The agenda was approved. Minutes from November 29th were approved with addition of Tawny Beal as present. Minutes from December 6th were approved.
3. FLEX- How did it go?
	* The morning was great. Good participation and attendees were engaged in the subject.
	* Having departments together worked well. Adjuncts attended also.
	* The comments were energized.

Should we do this again? Yes, with the morning devoted to a speaker or presentation and use the afternoons to work on CSLO’s. Encourage departments to do their own in the afternoon. Coaching should be available if departments wish to have it.

1. Assessment Updates.
	* CSLO’s – Christina reported that many departments are working on the documents. The form is on the P drive and the P drive also holds the working document. This said, there are still those who are not doing anything.
	* We should celebrate the ones that are done. Acknowledged in a public way.
	* The progress gauge is on the LMC web page link: <http://www.losmedanos.edu/slo/> . Mathematically it will be very difficult to be at 2/3 completed in every department by May. Several ideas were suggested.
* Offer a monetary incentive.
* Email out to all departments with link to progress gauge and to reach out with an offer to help – coaching or otherwise.
* Contact adjunct faculty who are doing good work to assist.
* Follow up with Department chairs to be sure the information is getting to everyone, even though it has been clearly communicated to date.
* What will be the consequences for those who do not complete?
* Provide monthly or bi-weekly updates to all departments and faculty of progress.
1. New Assessment Model Discussion.
	* Cindy made revisions based on all the input she received. The revised document has underlined changes for committee review.
	* The outcome of discussion of integrating GE data collection was:
* That the current version of this document is flexible enough for GE programs to use.
* Programs can assess in early cohorts or all in the 5th year as long as the five year timeline is maintained.
* Since we have no time to get consensus today, please read over this document and make your final recommendations to Cindy. Our meeting on 2/21 will be entirely devoted to getting this position paper and assessment model ready to disseminate to the college constituencies for approval.

Cindy asked to please recruit with your departments for a TLP (TLC) replacement chair for FA12. Would it be okay if the person is an adjunct faculty? Most agreed yes, and several names were mentioned that might be interested both adjunct and full-time.

Meeting adjourned 4:05 p.m.