Teaching & Learning Project Minutes

March 20, 2012 Office of Instruction – Conference rm 420

**Present:** Cindy McGrath, Kiran Kamath, Gil Rodriguez, Scott Cabral, Mike Grillo, Christina Goff, Gail Newman, Tawny Beal, Alex Sterling, and Katalina Wethington, Margaret Hertstein, Note-taker. Guest: Karl Debro

1. Welcome, public comment and announcements.
2. The agenda was approved with change to #7 item will be only 5 minutes.
3. Minutes from March 6 were approved to revise item #5. After “We veered off agenda into a discussion of this problem….:” the first bullet item will now have a revised statement: “Many part-time faculty have other jobs. They may not be teaching to the COOR and if this is the case, intervention will occur through the evaluation process. Faculty meet with the evaluation team and are given a “needs improvement” to address this. The remainder of the sentence will remain the same. The committee agreed to the change.
4. Constituent updates:

* Scott gave a GE report to Academic Senate on 3-12-12.
* Mike Grillo will email the CTE committee membership to remind them about the survey on assessment he disseminated. Cindy and Christina had not received any surveys from this group to date.
* At the last CTE meeting the Perkins proposals were ranked. ETEC, WELD, AUTO, all stated to Kiran they would finish the assessments of PSLO’s at 100 percent and CSLO’s at 66 percent. If these are not completed will the funding be withheld? Cabinet has done this in the past, withheld funding, when departments have not completed a required responsibility.

1. Debrief from College Assembly on Teaching and Learning.

* The people who need to hear the message don’t attend College Assembly and the ones who come are doing what they need to do. The feel was this audience has heard the message. There were no questions and there was a lack of enthusiasm on the subject. But there was also no push-back so we have moved past the theoretical discussions and are likely resigned to processes.
* Cindy has done a good job vetting the plan around campus.
* There is still a lot to do by May.

1. New Assessment Model.

* SGC likes the plan and will have it on their next agenda for a vote. It will probably be passed with no issues.
* Implementation of the plan will be next.
* Richard agreed to the 25 percent load for TLC chair.

1. Accreditation Report.

* Kiran has been given the ALO hat (Accreditation Liaison Officer) and is working on a report. There are 26 questions she is working on right now. Some of you may have received emails with requests for data.
* Right now there is no method to obtain employment data for CTE and Kiran is working with Mojdeh Mehdizadeh on a method to obtain it.
* Perkins has a pilot project in progress that may result in employment data we can use. This data won’t be available until June.
* Programs that have more than 50 percent of their courses totally online must put a substantial change into the chancellor’s website by October. Kiran is getting more information. Currently this would affect our TRAVEL program.

1. Implementation in FA12.

* We have had a couple of visitors to TLP who may be thinking of the membership chair role.
* The application process is next. An application form inviting people to apply will go out to be returned by April 27th . TLP committee will review the applications at the May 1st meeting. Christina, Alex, Mike and Tawny will assist with applications as a subcommittee if there is more than 1 candidate. Cindy will prepare the application to encourage all faculty to apply, including adjuncts.
* Get information out to Department Chairs that membership is needed in the TLP.
* Identify who will be in TLP in FA12. It would be good to have this list by end of SP12.
* The draft of guidelines for placing courses into Cohorts was disseminated for discussion. Cindy will revise the document with our suggestions and this will be given out to Department Chairs. Goal & Purpose:
  + List of courses in their cohorts will be in program review so each department knows.
  + Make the cohorts roughly equivalent and stable.
  + Assessment cycle will help with curriculum COOR updates
  + Summer can be used for make-up if necessary.
  + If a department falls behind in assessment; COOR outline updates the consequences may be no funding until responsibilities fulfilled.
* Student knowledge of the CSLO’s. This committee will work on a survey for students for FA12 and then re-survey in FA13 to see results. Prompt the faculty to work discussion of PSLO’s; CSLO’s into their syllabus or in some other manner. It doesn’t have to be prescriptive.
* Evaluation of New Model. The survey done in FA11 will be a good baseline. We are on record to do an assessment of the processes approximately 2.5 years into the new plan. Use some of the same questions from previous survey, but also develop new ones. This survey will not be as long. The self survey should be done by the time the accreditation team visits in FA14.

Meeting adjourned 4:00 p.m.