Teaching & Learning Project Minutes

April 17, 2012 Office of Instruction – Conference rm 420

**Present:** Cindy McGrath, Chair, Kiran Kamath, Tawny Beal, Scott Cabral, Gail Newman, Gil Rodriguez, Alex Sterling, Julie Von Bergen, and Margaret Hertstein, Note-taker.

1. Welcome, public comment and announcements.
2. The agenda was approved with a recommendation to leave the minutes of March 20th approval until the end if time permits or bring them back next time.
3. There was no time to approve minutes today.
4. Constituent updates:

* The next GE Seminar is Monday April 23rd.
* The GE program has been disseminated. This will need to be addressed for possible changes to the assessment model.
* Developmental Education had a presentation on a Data mart tool for basic skills completion rates. The State keeps the numbers reported in Data mart. This will lessen dependence on Research for numbers.
* David Belman and some Exito Grant members have made a proposal to attend the Student Services Conference in October – this relates to the Transfer Academy.

1. SGC passed the assessment model with an amendment. The selection of leadership will be recommended by TLP; Approved at SGC and Appointed by the president.
2. Implementing the new model.

* Leadership transition – Richard will send out the email to faculty regarding the TLC membership and associated load language. Cindy will follow up with her own informational email.
* Membership for Fall:
  + Developmental Ed will most likely be shared by either Paula Gunder and Katalina or Paula and Sara.
  + Student Services faculty will come from counseling. Gail will ask at the next counseling meeting who will represent.
  + Library can be represented by Christina but Cindy will inquire if Kim or Christine Park might be assigned.
  + CTE will be represented by Anthony Hailey and Scott will represent for Liberal Arts and Science.
  + Other faculty – part timers etc. can be appointed by Academic Senate. Cindy will be sending out a notice to apply and that part-timers can be compensated.
  + A curriculum committee representative will be needed if Laurie can’t do it.
  + PDAC – Gil will ask at the next meeting who will represent.
  + Planning has been Ryan when necessary.
  + Distance Education will need a representative. Tawny will inquire at their next meeting.
  + A notice for a student representative will need to go out. The question of whether or not the student can be compensated was discussed. Tawny will inquire with Richard if this is possible.
* Cindy still isn’t sure who will step up to replace her. Some names have been circulated as possible replacements. Once the emails go out, hopefully there will be someone or several interested parties. Cindy is not able to do it again!
* COOR revision process. Concerns arose at the last Department Chair meeting regarding the COOR revision dates. A process to address the concerns will need to be prepared. The faculty is getting bogged down with dates. A suggestion was to have a form to process COOR through curriculum that have recently gone through the process and have little or no changes and to pick a date or timeline and stick with it; semester or yearly dates. This might not match every single COOR date but will make the process easier to follow. Eileen, Gil, Kiran and the Curriculum Chair will meet to come up with a process.

1. Fall accreditation reporting.

* Cindy reported to the Department Chairs we are at approximately 35% for assessment. We need to be at 66%. This is worrisome. Cindy asked for a show of hands of who were currently working on their assessments and almost all hands went up. Do we need a plan B?
* Camp Assessment was a suggestion to encourage faculty to complete their assessments. Have one the end of May and one the second week of June. Adjunct faculty would be paid for summer work on assessment.
* A message needs to go out regarding those who are not completed. 1) If not completed by June 1st you must assess in Summer. Is this an issue to “require” them to assess in summer? Management noted that anyone not at the 66% will have an opportunity in summer. SP12 in progress can have help to complete the first week of June. (Camp Assessment). Not completed in SP or SU? Recommendation that the course not be scheduled in SP13.
* Suggested coaches for Camp Assessment were: Julie, Christina, Debbie Wilson, Sara or Katalina. Julie mentioned that when lunch was offered there was a better response and attendance. Places to hold the camp would be the library, English lab or business area.
* GE-SLO strategies. To move forward will the process be different?
* Assessment model language is open for change. In the 5 year structure expect a higher level of performance in GE courses?
* Accreditation report. Kiran reported that the March 30th Spring report was accepted.
* The fall report is brief, checks proficiencies. Due October 15th.
* Discussion of the report included assigning people to some of the statement narrative sections. Kiran is the lead. The different sections should be completed and returned to Kiran by May 28th so she can put the report together. Statement 2 narrative could be completed by TLC group. This will be an agenda item. Cindy will work on the Statement 3 narrative since it has to do with the new model and language. Statement 4 narrative will be Gil. Statement 6 narrative by Christina.
* The timeline for the comprehensive report was handed out. October 2014 is the team visit. Kiran would like to form a committee. Decide on a platform for the data – i.e., SharePoint or other. FA12 the steering committee formed and begins plan. Need great writing skills – maybe an English faculty. SP/FA13 research complied and writing of report. 4 major issues – Reporting; compliance; student success and communication.
* Substantial Change to a program – TRAVEL is currently a focus for meeting program compliance. Kiran will speak to the Distance Education Committee at their next meeting and is forming a group to work on this. Currently she has spoken to Debbie Wilson, and Tawny. More to follow on this. It is a bigger project than initially thought and worthwhile to look at all programs who might fall into this category for the future.