Teaching & Learning Project Minutes

May15, 2012 Office of Instruction – Conference rm 420

**Present:** Cindy McGrath, Chair, Scott Cabral, Christina Goff, Mike Grillo, Paula Gunder, Laurie Huffman, Kiran Kamath, Gil Rodriguez, Julie Von Bergen and Margaret Hertstein, Note-taker.

1. Welcome, public comment and announcements.
2. The agenda was approved.
3. Minutes from May 1 were approved with correction to date on page 2.
4. Constituent updates:
   * CTE – Had their last meeting and should have most of their assessments done.
   * Developmental Education is working on their assessments. Julie, Paula and Christina will attend a BSI Leadership Institute this summer and will bring back what they learn to implement throughout the campus. It is applicable to much that is going on already. They would like to get a core group started in FA12 and spread it campus wide in SP13. The title of the institute is “Habits of Mind”.
   * The library will be impacted with recent staffing loses in the Center of Academic Support. The loss of staff will dramatically impact students. Training and preparation that is done will be pushed into the semester hours. Christina will look into other means to see if some hours can be restored to the staff who have been reduced.
   * Student Services reported that the orientation for incoming graduating seniors were very good. Students, parents and staff who participated thought it was one of the best. Parents who attended commented on the improvements in Los Medanos College. The workshops presented were well received. It was good to have the associated student representatives involved.
5. Implementing the new model in FA12:
   * Laurie joined us today as incoming chair for TLC and spoke about her role in the new position, her responsibilities and the future.
   * Department chair concerns regarding the task of aligning the COOR updates with the new model were discussed. The content review process may be fine-tuned with the possibility of a form to expedite those COOR that were recently through the process and have little or no change. It should not be difficult.
   * Cindy has gotten about 1/3 of the assignments. She will send out another email. Christina suggested they come to her as a transitional shift and Cindy agreed.
   * The FA12 FLEX schedule came out. Since there are already so many good flex activities Cindy suggested TLC not hold the FLEX as we discussed May 1st and do one in January. The committee agreed. Assessment seems to be in everyone’s mind now.
6. Fall accreditation reporting:
   * Kiran disseminated a draft of the report to review together. The proficiency rubric statements 1-7 were discussed and suggestions made. Please forward specific wording suggestions to Kiran.
   * Kiran was approved to give flex credit for an online orientation on accreditation and hopes everyone will participate because it is a good introduction and will help us understand accreditation better. She will email it out to the campus today.

The committee adjourned with a huge thank you to Cindy who has been a terrific leader for TLP. All our thanks for your vision and dedicated work on our new model. You have brought us from a Teaching and Learning Project forward to a Teaching and Learning Committee! Thank you!

Meeting adjourned: 3:55 p.m.