Teaching & Learning Project Minutes

September 20, 2011 Office of Instruction – Conference rm 420

**Present:** Cindy McGrath, Gail Newman, Gil Rodriguez, Scott Cabral, Mike Grillo, Kiran Kamath, KatalinaWethington, Tawny Beal, Christina Goff, Julie Von Bergen, and Margaret Hertstein – note taker. Guest: Ryan Pedersen, Planning Committee Chair

1. Welcome, public comment and announcements. None
2. Agenda – Approved with addition to #8-TLP membership discussion, does TLP need a student representative?
3. Minutes from August 30 – Approved. Minutes from September 6 – Approved.
4. Constituent Updates:
* Christina has sent out the CSLO documents. She has experienced some problems with the “P” drive not allowing her to move files. She will speak to Mike Becker about a possible solution so that she does not have to move them individually by renaming. All new work can be saved at the end of the process as a PDF.
* Some improvement plans aren’t showing. ½ may be in CLASS and ½ on the P drive. Different programs/plans with different forms have caused some confusion.
* Put issues with forms on the Department Chair agenda to continue to communicate what is happening with assessment forms.
* How and when do we consider a class done? What is the proof? In Closing the Loop, finish assessing, decide on improvement plan and write it. It gets assessed again next time along with reflection from/on the last assessment. Reflect back at 5th year.
1. Final BRIC Meeting.
* The BRIC meeting date has changed to October 3rd.
* It will be the same format as planned previously.
1. Program Review Update assessment language.
	* Gil and Ryan are working on the Program Review plan. What does this committee want them to do with Program Review? Keep it the same as last year with saving of document to “P” drive for simplicity?
	* Gil and Ryan are working on getting the research together to give out as usually done.
	* Tabs can be updated. There is the planning form and the report form.
	* After some discussion the general opinion was to keep it the same and to be sure and present it at the Department Chair meeting for information and communication.
2. Assessment Survey.
	* The group broke into 5 groups to tackle synthesis of the survey topics. The teams will write it up a summary of the main points and bring it back at our next meeting for discussion.

No time for item 8 & 9.

Meeting adjourned 4:10 p.m.

Upcoming meetings: Oct. 4 and 18, Nov. 1, 15 and 29th, Dec. 6th.