

TEACHING & LEARNING PROJECT MINUTES

MARCH 1, 2011 – 2:30- 4 P.M.

Present: Tawny Beal, Scott Cabral, Terence Elliott, Mike Grillo, Kiran Kamath, Denise Knowles, Cindy McGrath, Gail Newman, Gil Rodriguez, Humberto Sale, Janice Townsend, Katalina Wethington; Margaret Hertstein, note-taker.

1. **Welcome, public comment and announcements:** Denise announced that Blackboard 9 is coming. Training for it will be in April. Practice classrooms are available for faculty use.

2. **Agenda:** approved.

3. **Minutes:** from Feb. 15, 2011 meeting approved.

4. **Constituent (ISLO) updates from members:** none for today.

5. **CSLO assessment update:** Janice will report at our next meeting.

- TRAVL has finished all their reports.
- Once CLASS closes and locks faculty will still be able to see their data. Some reports are in CLASS and some will be in word documents on the P drive.
- At some point we may want to consolidate the data in one place. This will be a future agenda item.

6. **Assessment survey revision:** Cindy passed out a copy of the revised survey.

- The committee went over the survey and made recommendations for editing questions.
- Cindy will make the changes and work with Humberto to get Survey Monkey out. It is long, but she will try to get a good response.
- Putting out a paper copy to faculty at College Assembly might be helpful since it is long and for more responses.
- The committee suggested incorporating the importance of participation into her cover letter for the survey.

7. **Closing the loop:** The TLP began discussion of what it means to close the loop of assessment. The main difference of opinion is whether the assessment improvement plan closes the loop until the next round of assessment, or whether implementation of the assessment improvement plan and commenting on how it is working closes the loop. A summary of comments:

- Making changes to improve student learning and documenting the changes is one idea of “closing the loop.”
- Plan, implement and review the changes.
- When closing the loop are we in a spiral, asking for assessment of the newly implemented changes?
- If you plan, implement and assess, the loop is closed. The new cycle will ask, “what changes did you make?”
- Documentation can be in program review. What change? What did we learn? What was the outcome?
- Have a strict definition and be careful not to make it complicated.

- We could try one method and see if it works using the Program Review model. What program improvements were done and was student learning improved?
- Cindy asked the committee to think about this some more, and consult with their constituents, to be ready for further discussion.

8. **New assessment calendar:** tabled.

9. **Revisiting TLP leadership and membership:** tabled.

Meeting adjourned about 4 p.m. Next meeting: March 15.