

TEACHING & LEARNING COMMITTEE MINUTES

JAN. 21 2014 – 2:30-4 p.m., CO-420

Present: Laurie Huffman, chair; members Christina Goff, Natalie Hannum, Kiran Kamath, Cindy McGrath, Akilah Moore, Gail Newman, Alex Sterling, Sara Toruno-Conley, Nancy Ybarra.

1. Members welcomed, no public comment
2. Agenda approved
3. Minutes of Nov. 20 meeting approved. Discussion evolved out of the minutes on a couple topics:

- SGC charges: Draft charges had been approved by the SGC in the fall. Those charges were revised and approved at the November meeting following discussion. Minor wordsmithing to those revisions was done and Laurie revised the electronic document and sent it to Jennifer Adams during the meeting for informational purposes and/or reconsideration if necessary.

- TLC membership: Since the management structure has been revised since the New Model of Assessment position paper was approved in Spring 2012, it needs updating. A suggestion was made to include a specific number of management positions related to assessment rather than the use of specific titles that might change over time.

4. Reports Out (*25 minutes*)

- Assessment Updates: Christina reported that she and Laurie will be hosting a Flex Workshop on COOR revision and Assessment Tuesday afternoon, March 4. She also announced that assessment reports will live in a new repository in the updated Program Review Assessment tool. This ties assessment to the Resource Allocation and COOR Update processes. Program/units will be able to note if any new objectives are tied to assessment results. Old assessments may stay where they are, but those units that want to upload the old reports to the new tool may be able to do that depending on upload capability within the tool.

- GE Update & GE Assessment. Alex reported that various departments participated in a GE assessment last fall, and 12 faculty members attended a Flex Paper Scoring session at which 90 student papers were scored in relation to three GE SLOs. Dave Zimny entered the data and got preliminary results. GE/TLC will need about an hour to present those results at the March 3 College Assembly.

5. Spring Semester Meeting Dates: Last meeting changed from May 20 to May 13 so we won't be meeting during finals.

6. Accreditation (update and rough draft for committee review)
 - Kiran passed out the revised form for Program Standards on Student Learning and Achievement. Changes were based on suggestions from the November meeting and the Student Success Conference. She explained the standards are designed to be a floor, not a goal.
7. Liberal Arts Major: Program Review and Assessment Responsibilities: Tabled
8. A question arose about where the paperwork goes for adjunct assessment stipends: to the particular deanery, then on to the EXITO grant administrator.
9. Future agenda item: repository for assessment reports.
10. Meeting adjourned.

Teaching & Learning Committee Minutes

Nov. 19th, 2013—2:30-4:00pm, CO-420 (December, 2014 meeting cancelled)

Present: Laurie Huffman (Chair), Cindy McGrath, A'kilah Moore, Sara Toruno-Conley, Alex Sterling, Gail Newman, Christina Goff, Kiran Kamath, Nancy Ybarra, Katalina Wethington

I. Approval of Agenda and Minutes

- A. Agenda was approved with a change to the wording “Approved minutes of Sept. 4th” to “Approved minutes of Oct. 15th.”
- B. Minutes were approved with the addition of A'kilah Moore's name to the members present

II. The TLC Goals for SGC

- A. Laurie reviews the draft given to SGC of the 3 goals revised on Oct. 15th:
 1. Implementation of GE assessment (student assessment fall 2013, scoring to begin January 2014)
 2. Planning and implementation of Teaching and Learning Seminars based upon assessment (in collaboration with the Professional Development Office). Strategies in teaching and learning that will draw more faculty and staff to the Monday meetings.
 3. Continue to evaluate the effectiveness of the TLC as required by accreditation. Create a sustainable culture for Assessment at LMC.
- B. Confusion Around a 4th goal created as reported in Natalie's minutes
 1. It's not clear if we actually created a 4th goal as A'kilah and Sara do not remember us creating a 4th goal at the last meeting, only revising the existing 3 goals.
 2. Laurie says we will check with Natalie and continue this discussion at the next meeting
 3. Cindy clarifies what she said at the last meeting:
 - i. That maybe we need to “engage in an assessment of the ‘model’” not RAP and PDAC (as reported in the minutes as part of the 4th goal)
 - ii. Perhaps Cindy's comment is what Goal # 4 was getting at
 - iii. We might revise the goal to say “plan for the mid-term evaluation of the model.”
 - iv. Laurie gave SGC a draft of the goals, and will go back and clarify
- C. The TLC goals are good for 1 year
- D. Nancy: SCG Charge should be different than the goals
- E. Who are the supposed members of TLC?
 1. Christina: We need to look at the model

2.Laurie: Membership has declined, and would prefer people don't "wear 2 hats" on TLC

- F. Christina needs to look for an assessment lead to take over her position
 - 1.Need to recruit now
 - 2.25% reassigned time for the fall 2014 semester
 - 3.Katalina will check if any English faculty are interested
 - 4.Position is described on the TLC website

III. Christina's Assessment Update

- A. Launched the program review submission tool
 - 1.Hopes this will remind people to do assessment
- B. 50 courses in the catalog are not being offered
 - 1.Kiran: ACJC says we are accountable for what's in the catalog
 - 2.What's in the Chancellor's office needs to be in the catalog
 - 3.We need to do our messaging through program review
- C. COORs up for revision need to have been assessed within the past 5 years
 - 1.How do we get this message out?

IV. Alex's Announcement About GE Assessment

- A. The GE assessment is rolling forward
 - 1.Has about 300 papers in office
 - 2.Norming is scheduled before FLEX week
- B. We need participants for the FLEX assessment
 - 1.Think of people you may know who have experience with this
 - 2.Going to be Tuesday of FLEX week
 - 3.Dave Zimny will co-facilitate
 - 4.Any instructor can facilitate/participate

V. **Kiran: Institution Set Standards for Programs**

- A. History:
 - 1.Back in March (of 2013?), the college found out about this
 - 2.The college was given a memo
 - 3.We need to read the standard and understand what we need to do
- B. Overview of the "Institution-set Standards" packet provided by Kiran
 - 1.Page 1
 - i. Student Learning is qualitative
 - ii. Student Achievement is quantitative
 - iii. This needs to be represented in the form
 - 2.Page 2 is the Memo
 - 3.Page 3 is the evaluation responsibilities
 - 4.Page 4: Standards for Student Achievement (Quantitative data)
 - i. Christina mentioned that something's missing
 - a. Data needs to be meaningful

- b. Would like student goal data
- c. What's good for each individual program?

C. The Time-Line

- 1. Standards document is due this semester or by FLEX week
- 2. We need to create a form by then
- 3. The programmatic level has been added

D. Program Definition

- 1. Kiran: Provides Program Definition handout
 - i. The word "program" needs to be put into context
- 2. Developmental Education should keep doing program review
 - i. We need to revisit Basic Skills/DE as a program
 - a. Do we want to keep math and English together?
 - i. Cindy: We have separate English, Math, and ESL PSLOs
 - ii. Greg's data lumps English and Math together