

## Student Learning Committee Meeting Minutes

Monday, May 18, 2015

TMCC Boardroom

**Present:** Peggy Johnson, Audrey LaVallie, Terri Martin-Parisien, Kellie Hall, Les LaFountain, Ron Parisien, Stuart Rieke, Marilyn Delorme, Sheila Trottier, Rhonda Gustafson

**Others Present:** Erik Kornkven

**Absent:** Leslie Peltier, Teresa Delorme, Travis Azure

1. Meeting was called to order at 9:46.
2. Roll call taken. See members present.
3. Stuart made a motion to adopt the agenda. Ron seconded. No further discussion. All in favor, motion carried.
4. Adoption of Minutes (Jan. 23, Feb. 20, March 6 and April 30)
  - a. Rhonda has the minutes from January, February and March and will bring to the next meeting.
  - b. Stuart made a motion to adopt the April 30 minutes. Ron seconded. No further discussion. Motion carried.
5. Terri – Assessment Calendar
  - a. Terri presented an Assessment Calendar for the next 5- years. Peggy made a motion to adopt the calendar. Les seconded. Discussion held. The graduate cultural assessment needs to be done on an annual basis. The assessment of student services needs to be placed within the assessment calendar. All in favor. Motion carried with changes.
6. SLC Chair for the Academic Year 2015-2016
  - a. Discussion held on SLC Chair for AY 15-16 (Terri left the room). Audrey made a motion for Terri Martin-Parisien to serve as SLC Chair for AY 15-16 with a co-chair selected in January 2016. Marilyn seconded. All in favor. Motion carried.
7. SLC Record Keeper for Academic Year 2015-2016.
  - a. Les nominated Marilyn Delorme as record keeper for AY 15-16. Marilyn accepted the nomination. There were no other nominations. Les made a motion for Marilyn to serve as record keeper for AY 15-16. Peggy seconded. Discussion held. The position of record keeper will be re-assessed in January. All in favor. Motion carries with changes.
8. Department Chairs for Academic Year 2015-2016
  - a. Discussion held. A&H Chair is retiring. SS Chair has served beyond 3 years. M&S and CTE Chairs are in 1<sup>st</sup> year. Rhonda and Sheila will review the Policy Manual for Department Chair appointments and duties. Rhonda will discuss department chairs with faculty at the end of the semester meeting.

9. Assessment of General Education Outcomes

- a. **Arts & Humanities Department** (Arts and Humanities Assessment Report Spring 2015)- General Education Outcomes Assessed:
  - i. Communication
  - ii. Humanities & Social Science
  - iii. Culture/Diversity
  - iv. Critical Thinking
  - v. Technology

Department Plan:

The department plan was to assess three courses (Engl 120, Comm 101, and Humm 202) for the five listed general education outcomes.

Expected Results:

No expected results are listed per each general education outcome.

Tools Used:

Each faculty member found or created rubrics to assess outcomes. The rubrics were not provided to the SLC. Rubrics were not normed by the department.

Findings:

Gen. Ed. Outcome	E.K.	S.R.	P.J.			
	Scale 1-5					
Communication	3.19		Mean			
		Preparation	4	Understanding of Creative Process	2.9	3
		Introduction	4			
		Body	5	Craftsmanship/Skill	4.1	4.4
		Conclusion	3			
		Organization	4	Creative Expression/Originality	2.93	3
		Delivery	4			
				Effort/ Time Dedicated to Project	4.2	4.4
Humanities & Social Science	2.73					
Culture/Diversity	3.07					
Critical Thinking	3.15					
Technology	3.65			Mean	Median	
				Accesses/ Responds to Email	4.2	5
				Posts and Responds to Others' Posts	4.3	5
				Demonstrates Ability to upload and submit files in appropriate formats	4.4	5
				Successfully navigates Jenzabar course—accessing handouts, bookmarks, quizzes/tests, assignment page, forum, gradebook	4.6	5

Interpretation of Findings/Results:

Discussion held on grade inflation. There is no evidence for this claim.

Each faculty member provided narrative in the A&H Assessment Report as to the interpretation of their findings. Discussion held. There is little to no evidence in the findings to support the interpretations.

Department Recommendations:

1. Professional Development- Train faculty to be teachers and to assess.
2. Revisit General Education outcomes to include clear and measureable outcomes. For example, most students know technology but do they know about legal and ethical issues surrounding technology.
3. Placement tests- Institutionalize a standardized test such as ACT or Compass.

Department Chair reports on whether outcomes were met with evidence to support:

1. Communication- Yes. Evidence- Yes.
2. Humanities & Social Science- Yes. Evidence- Yes.
3. Culture- No. Evidence- No.
4. Critical Thinking- Yes. Evidence- Yes.
5. Technology- Yes. Evidence- Yes.

Break for lunch at 12:20.

Reconvene at 1:08

- b. ***Math & Science*** (No report provided as Math & Science faculty have not handed in materials).

Department Plan:

Expected Results:

Tools Used:

Findings:

Interpretation of Findings/Results:

Department Recommendations:

1. Set dates for department goals to be submitted to SLC.
2. Set dates for FARM reports to be submitted to Chairs.
3. Set dates for Department Chairs to submit department reports.
4. Administration to reprimand faculty for not adhering to dates.



#### Interpretation of Findings/Results:

Each faculty member provided narrative in the SS Assessment Report. No interpretations were provided by faculty. Discussion held.

#### Department Recommendations:

1. Develop department rubric to measure Native American cultural and traditional student learning. This will begin in the fall 2015.
2. General education outcomes need to be more manageable. Do a faculty exchange with another institution that has been through the general education assessment process.
3. CTE students are only required to take a minimum of 15 general education requirements. Of those 15, very few are social science courses. Yet CTE students are given the graduate cultural assessment, provided by the social science department, as with any graduating student. This needs to be addressed.
4. Professional development is needed on course goals, objectives and outcomes as well as syllabi format.

#### Department Budget Recommendations:

1. Funding for books and other materials to incorporate new content and resources such as can be found on the internet and the media related to the Ojibway.
2. Funding for resource speakers such as community elders with special knowledge of our tribal history and fluent speakers of the Ojibway language to speak in class.
3. Funding for student field trips to sacred places and ceremonies.
4. Travel monies for Chippewa/Ojibway history, language conferences and cultural workshops.
5. Funding for audio and visual equipment in the TMCC library for student check out to record the tribal elders.

Discussion held. There is no evidence to support the budget recommendations. Recommendations are referred to the Academic Dean.

Break 3:36.

Reconvene at 3:45

#### Program Reports:

Marilyn provided program reports for the CTE programs that she chairs including Business, Computers, Nursing, Pharmacy, Medical Laboratory Technician and Phlebotomy.

Program outcomes were identified and listed for five out of the six programs. Expected results were listed for a few programs. Tools used to assess included pre and post-test, program tests, approved certifications, rubrics, and hands-on applications. Findings were reported for most programs. Interpretations of results were also included for all programs. Recommendations were provided by some of the program.

### Recommendations per Program:

1. Business
  - a. Software for marketing
  - b. Students to do job shadowing
2. Computers
  - a. More hands-on training
3. Nursing
  - a. Review materials in spring semester
  - b. More teaching videos on safety and infection control
4. Pharmacy
  - a. Reduce lecture time and increase hands-on training
  - b. Planned scheduled software updates
  - c. Purchase compounding hotplates and expendable supplies for compounding
5. Medical Laboratory Technician
  - a. More one-on-one or hands-on tutoring
6. Phlebotomy
  - a. Increase course credits from 1 to 2. Discussion held. Director will follow appropriate TMCC channels to accomplish this task.
  - b. Revise syllabus
  - c. Phlebotomy Essentials needs to be ordered
  - d. U/Prep software will need to be ordered

### Department Recommendations:

1. Professional Development for faculty on different assessment methods that can be used as the course is taught.
2. Professional Development for faculty on the alignment of course outcomes to program outcomes to institutional outcomes.

### Department Budget Recommendations:

1. Business- no budget submitted.
2. Computers- no budget submitted.
3. Nursing- no budget submitted.
4. Pharmacy- no budget submitted.
5. Medical Laboratory Technician- no budget submitted.
6. Phlebotomy- Budget submitted for \$1230.00 for resources as identified and supported by findings. Ron made a motion to accept the budget. Audrey seconded. Discussion held. All in favor, motion carried.

### 10. Debriefing on Assessment Process

Discussion held. The following items were identified:

- a. General education outcomes need to be clear and measurable.

b. Department plans need to be submitted to the SLC at the beginning of the academic year.

11. Schedule next meeting- The SLC agreed to meet in June to complete the general education assessment process. This meeting will be scheduled when all department reports are received.

12. Adjourn- Peggy made a motion to adjourn. Audrey seconded. All in favor. Motion carried. Meeting adjourned at 4:32.

Submitted by Terri Martin-Parisien and Rhonda Gustafson