

## STUDENT LEARNING COMMITTEE MINUTES

January 29, 2016

1. Call to order

Meeting was called to order at 1:04PM by Chairman Erik Kornkven

2. Roll Call

Members Present : Dr. Ann Brummel, Terri Martin-Parisien, Sheila Trottier,  
Erik Kornkven, Audrey Lavallie, Dr. Teresa Delorme,  
Ron Parisien, Travis Azure, Marilyn Delorme

Members Absent: Les LaFountain, Rhonda Gustafson

3. Adopt Agenda

Sheila asked to add topic of third CTE Department Chair. This was added as #6 moving other topics down one. Motion to accept agenda with changes. Teresa moved, Kellie seconded. All in favor. Motion carried.

4. Adoption of minutes

Motion to approve minutes of Jan 6, 2016- Kellie moved, Ann seconded. Discussion none. No corrections. All in favor. Motion carried.

5. Revisit SLC Purpose and Goals

Eric presented a document with excerpts from the HLC Report. The statements presented in the document will help the committee to focus on our goals and challenges as we move forward. There was some discussion concerning the 5-year assessment plan of some programs. Evidence of these reports will possibly be shared with the committee members at a later date. (HLC Report outline presented is available upon request.)

6. CTE Chair

Sheila announced that Mr. Jeff Azure had agreed to be the third CTE Chair. She presented a breakdown of the Programs that are under the CTE chairs Ron Parisien, Marilyn Delorme and now Jeff Azure.

Motion to select Mr. Jeff Azure as the third CTE Dept. Chair. Audrey moved, Ann seconded. No discussion. All in favor, motion carried.

(Break down of Programs assigned to each Program Chair is available upon request.)

7. Ground Rules

Eric went over the standard ground rules currently used by several other TMCC committees.

1. Stay focused on the topic/agenda item
2. Make every effort to be prepared for each meeting.
3. Share all relevant information
4. Only one person talking at any one time
5. Always respect on another

Ground rules continued

6. Allow everyone to participate

7. Don't take constructive feedback personally

Some discussion was held concerning some additions to the ground rules such as adding a time limit to agenda items.

Other topics of discussion at this time were voting concerns and structure of the Committee. These items can be discussed at a future meeting.

8. Update from Sub Committee Chairs

a. General Education Outcomes- Rhonda, tabled.

b. Faculty Assessment Manual- Dr. Ann Brummel

Dr. Brummel has had a lot of things to develop and hasn't had as much time as she would like to work on this manual. She wants to meet with Teresa and Sheila concerning the additional assessment that takes place in their areas.

Discussion led to the possibility of having a working session to assist Ann with this task. The committee thought that this was a good idea. Erik will look into this. Discussion also took place concerning when the assessment manual should be complete. Not definite date was decided upon.

9. Develop/Adopt General Education Outcome Rubrics

a. Culture – Rhonda, tabled

b. Communication – Kellie

Kellie presented a communication rubric stating the Institutional outcomes for communication and using the rubric of accomplished (3) Developing (2) and Beginning (1). She also had a fourth one on unacceptable. Erik explained that the area of unacceptable had been dropped. Kellie agreed to change the communication rubric dropping the unacceptable.

Motion to accept the communication rubric with change. Teresa moved, Audrey seconded. Discussion none. All in favor. Motion carried. (Copy of the communication rubric is available upon request.)

Ron left the meeting at 3:00.

Marilyn was excused from the meeting at 3:05pm. Recording was turned over to Terri Martin-Parisien.

Terri begins here ☺

c. Technology Rubric- Dr. Delorme presented a rubric to address the general education outcome of technology. The rubric was modeled after the previous rubrics already accepted and included the levels of Accomplished (3), Developing (2), and Beginning (1). Ann moved to accept the Technology rubric and Kellie seconded. Discussion held as a few questions were clarified. All in favor, motion carried.

d. Humanities and Social Science Rubric- Erik presented a rubric to address the general education outcome of humanities and social science. The rubric followed

the previously adopted rubrics and included the same levels of Accomplished, Developing, and Beginning. Audrey made a motion to approve; Teresa seconded. There was no discussion. All in favor, motion carried.

10. Review Department/Program Assessment Plans

- a. Social Science- Dr. Brummel presented the general education assessment plan for the Social Science department. The plan is modeled after the previously adopted Arts and Humanities plan. Audrey moved to accept the Social Science plan; Teresa seconded. There was no discussion. All in favor, motion passed.
- b. Machine Technology- Terri presented the Machine Technology Program Assessment Plan. The instructors went above and beyond by developing program outcomes and moving to assess the outcomes this semester. Ann moved to accept the Machine Technology plan; Audrey seconded. Discussion was to have the instructors clean up the formatting of the plan so that it was friendlier to read. All in favor, motion passed.
- c. Building Construction Trade (BCT)- Terri presented the BCT program assessment plan. The plan is to develop program outcomes and to map the curriculum. Travis moved to accept the BCT plan; Audrey seconded. No further discussion. All in favor, motion passed.
- d. Welding Technology- Terri presented the Welding Technology program assessment plan. The plan is to develop program outcomes and to map the curriculum. Audrey moved to accept the plan; Ann seconded. All in favor, motion passed.
- e. Residential Electrical Technology- Terri presented the Residential Electrical Technology program assessment plan. The plan is to develop program outcomes and to map the curriculum. Teresa made a motion to accept the plan; Audrey seconded. No further discussion. All in favor, motion passed.

11. Syllabus Format- Discussion held on the current format of the syllabi. Which one is the newest edition? Does this subject belong in the business of the SLC? The consensus was to revisit this at a later time.

12. Discussion on Future Directions- Erik called for a discussion on future directions for the SLC. Discussion included:

- a. Koreen Ressler to present to SLC on program assessment on Friday, February 12. This will begin at 12:15 and members will be provided a working lunch.
- b. SLC committee work to include the revision of the general education outcomes.

13. Schedule Next Meeting- The next meeting is scheduled for Friday, February 19<sup>th</sup>, 2016 from 9:00 to 12:00.

14. Erik called for a motion to adjourn. Teresa moved; Audrey seconded. No discussion held. All in favor, motion passed. Meeting adjourned at 3:48.

Minutes submitted by Marilyn Delorme and Terri Martin-Parisien