

MINUTES: Student Learning Committee Meeting (SLC)

Meeting:
Date/Time/Location: 03/02/2018 – 9:00 a.m. – TMCC Board Room
Present: Erik Kornkven, Les Lafountain, Marilyn Delorme, Marlin Allery, Ann Brummel, Chad Davis, Edwin Acosta, Ace Charette, Dr. Teresa Delorme
Absent: Stacie Blue, Ron Parisien, Dr. Terri Martin-Parisien, Sheila Trottier, Kellie Hall
Guests:
Officiating Recorder: Robyn Poitra

Agenda Item	Discussion – Conclusion	Recommendations or Actions
1. Call to Order/Agenda/Roll Call	9:10 a.m - Call to Order	
2. Approve Minutes	<p>Les LaFountain - question on 2nd page about “Last time we a cultural program” should be “last time we reviewed a cultural program”</p> <p>Ann Brummel motioned to approve the changes to the minutes from 2/2/2018. Marilyn Delorme seconded the approval of changes to the minutes from 2/2/2018. All in favor Motion passed</p>	<p>Ann Brummel motioned to approve the changes to the minutes from 2/2/2018. Marilyn Delorme seconded the approval of changes to the minutes from 2/2/2018. All in favor Motion passed</p>
3. Adopt Agenda	<p>Move Ace as the first presenter due to a meeting at 11:00 a.m.</p> <p>Edwin Acosta motioned to approve the agenda. Marilyn Delorme seconded the approval of the agenda. All in favor Motion passed</p>	<p>Edwin Acosta motioned to approve the agenda. Marilyn Delorme seconded the approval of the agenda. All in favor Motion passed</p>
4. Accreditation Visit Primer - Ace	<p>Ace gave out a sheet regarding the:</p> <p>2014 HLC Critiques of TMCC Student Learning Assessment Criterion 3.A, Criterion 3 B, Criterion 3 Overall, Criterion 4.A, Criterion 4.A, Criterion 4 Overall, Criterion 5.D</p>	

	<p>How these Criteria work into the student learning committee:</p> <p>Les LaFountain is concerned about the “Online Standards” under the Criterion 2.A. Les suggests that it show that there is no direct communication between student and instructor. Worried about the wording of “minimal online communication frequency by instructor” Erik suggests that a manual be created for instructors. Chad states that TMCC does have a manual for instructors to follow.</p> <p>Erik: Does the SLC committee want to take the lead on sending out the manual to all online instructors?</p> <p>Chad: Agrees that this committee should take the lead to ensure the instructors have this manual.</p> <p>Dr. Ann wanted to know how the online class works and Marlin explained that it is like being in the classroom. The instructor is on the screen but the class works just like a regular classroom.</p> <p>Erik says that he will help Chad before the summer online sessions to set up a training session with online instructors to improve and refresh protocol and communication between the instructors and students. Marlin says that he would be willing to help put on the training session.</p> <p>Marlin suggests that the professional development sessions that are offered on Fridays should be mandatory for all faculty and adjunct faculty.</p> <p>Dr. Terri and Sheila would be the ones to make these meetings mandatory for all faculty and adjunct faculty. Chad wants to follow up on this at the next meeting and he will bring the online manual to discuss this with the committee and Dr. Terri and Sheila.</p> <p>Les is concerned with Canvas and how students and instructors are communicating with assignments. He and his students are struggling with how to work with Canvas. Chad says that it is very important that committees such as the SLC committee be involved in creating all online courses. Make sure that what is being taught in the classroom is the same as what is being taught online. Erik thinks that a sub-committee should be created to address these issues. Marlin says that he will be available to go into the classroom and help with Canvas.</p>	<p>Chad, Marlin and Erik will take the lead to set up a training session for all online instructors.</p> <p>Chad wants to follow up on this at the next meeting and he will bring the online manual to discuss with this committee and Dr. Terri and Sheila</p>
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Criterion 3.B: Erik says that TMCC does have this criterion under control and on track.

Ace - Criterion 5.D:

Live Text - a tool that TMCC has that can be used to help assess a students learning outcome. Something that the faculty would have to learn to use and apply. Ace wants to know if this is something that the faculty would want to use and when would a good time for training?

Ace: Is it worth it for all faculty to use across campus and to help with the learning assessment?

Dr. Teresa has been working with Live Text the most. Can use it for reports that shows where the teacher education program is and how the students are doing. Erik: Live Text is broken up into a few different areas such as analytics. Live Text can store students assignments to create a portfolio. Live Text and Canvas do not sync together smoothly. Students would still have to upload to both programs.

Erik thinks that there are a few sections that Live Text offers that would benefit TMCC such as analytics. Les thinks that it would be more trouble than it is worth and a lot of money spent. Erik suggests that Live Text only be used for reporting and assessment. Dr. Teresa thinks that once everyone can get trained and the kinks worked through she believes it could be very beneficial for TMCC and instructors.

Chad thinks that Live Text would benefit TMCC once all the issues are worked out. Training is the key to understanding Live Text.

Ace thinks that TMCC should push to use, understand and teach how to use Live Text across campus.

Les thinks that Live Text should be used for program level assessment.

Les would like Dr. Teresa to share how to use the portfolios from Live Text to all faculty on campus.

Chad suggests that a Live Text trainer come in and teach all adjunct and faculty.

	<p>Erik thinks an entire meeting needs to be devoted to Live Text to determine the plan of action for TMCC. Dr. Teresa will give an update at the end of the year to go over what the progress of Live Text is in the Teacher Education Program.</p>	<p>.</p>
<p>4. Discuss Spring Assessment Calendar and Faculty Visit Schedule</p>	<p>Erik: when will the assessment review take place?</p> <p>Usually in March and April people from the committee will go out and touch base with program members. Dr. Ann would still like to meet with Erik one on one.</p> <p>Each department should meet with each faculty member. Erik is going to ask that all department chairs set up a meeting to discuss the assessment plans.</p> <p>Assessment Review Meetings Date: Tuesday May 8, 2018</p> <p>End of year Assessment Meeting Date: Thursday May 10, 2018</p>	<p>Each department chair should meet with each faculty member . Erik is going to ask that all department chairs set up a meeting to discuss the assessment plans.</p> <p>Assessment Review Meetings Date: Tuesday May 8, 2018</p> <p>End of year Assessment Meeting Date: Thursday May 10, 2018</p>
<p>5. Student Learning Outcome Update</p>	<p>Erik: He went to the last Administrative Council meeting and the information that he presented was tabled by Dr. Davis.</p> <p>Les would like each faculty member to know about the update with the Student Learning Outcome and explain what is being changed. Dr. Ann agrees with Les. He thinks that a meeting with everyone should be set up.</p> <p>Erik will follow up with Dr. Terri about this issue.</p> <p>Les would like this topic to be added to the next staff and faculty meeting.</p>	

<p>6. Assessment Plan Norming</p>	<p>Trying out a new rubric with 2 and 4 left open.</p> <p>Section 1 5 4 3 - III 2 1</p> <p>Section 2 5 - I 4 - III 3 - III 2 1 (Marlin and Edwin want to know if 5 & 4 could be combined? Erik says no because it needs to be separate to align with the outcomes.)</p> <p>Section 3 5 4-III 3-I 2-I 1-! (Dr. Teresa likes that the rubric is progressing towards the outcomes. Les would like to see the paper trail on how we got to this outcome.)</p> <p>Section 4 5-III 4-III 3 2 1 (Marlin likes the breakdown of all the data. Edwin likes how the drop rates are explained. Dr. Ann would like to know how the word mastery is defined. Erik says to trust the content experts in the English Department. Marlin thinks that this would be a good example to show faculty.)</p>	
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	<p>Section 5 5-III 4-I 3-I 2 1 (Marlin likes that it shows the statistics, and what needs to be worked on to reach the outcomes. Erik says he likes how the recommendations connect back to the outcomes. Les says that these outcomes have come along way and are extremely better than how things used to be with the outcomes from the past.)</p> <p>Section 6 - YES 5 4 3 2 1</p>	
<p>8. HLC Conference Preparations</p>	<p>Kellie will be confirming the dates, travel, hotels and attendees for the HLC conference. Robyn Poitra will be making all of the arrangements and each person going. She will give all travel arrangements to each person attending.</p>	<p>None</p>
<p>7. Schedule next meeting</p>	<p>Friday April 20, 2018 @ 9:00 - 12:00</p>	<p>Friday April 20, 2018 @ 9:00 - 12:00</p>
<p>7. Adjourn - 11:45 a.m.</p>	<p>Edwin Acosta motioned to adjourn at 11:45 a.m. Marlin Allery seconded the motion to adjourn All in favor - Motion passed</p>	<p>Edwin Acosta motioned to adjourn Marlin Allery seconded the motion to adjourn All in favor - Motion passed</p>

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