

MINUTES:
Meeting: Student Learning Committee
Date/Time/Location: Friday, November 17th, 2017; TMCC Board Room
Present: Marlin Allery, Ron Parisien, Les LaFountain, Ace Charette, Dr. Ann Brummel, Teresa Delorme, Edwin Acosta, Chad Davis, Dan Henry, Dr. Terri Martin-Parisien.
Absent: Sheila Trottier, Marilyn Delorme, Wanda Laducer, Kellie Hall
Staff Present: Guests: N/A
Officiating Recorder: Ace Charette (filling in during absence of designated recorded for this session)

Agenda Item	Discussion – Conclusion	Recommendations or Actions
1. Call to Order	Erik called the meeting to order at 1:08 p.m.	
E2. Approve Agenda	<ol style="list-style-type: none"> 1. Call To Order 2. Roll Call 3. Approve Minutes 4. Adopt Agenda 5. New Secretary for Student Learning Committee 6. Assessment Plan Norming 7. Updating the Assessment Handbook 8. Status of General Education Outcomes 9. Programs missing assessment plans 10. Conference Attendees <ol style="list-style-type: none"> a. HLC- Chicago April 6-10 b. General Education Assessment Workshop: Kansas City Feb. 22-23 11. Schedule Next Meeting 12. Adjourn 	

<p>3. Approve Minutes</p>	<p>Erik requests a motion to approve previous minutes.</p> <p>October 13th: Erik requests motion to approve minutes from this meeting. Dr. Delorme was at the meeting and needs to be updated in the minutes. Chad also was present, as it was the first time he replaced Jackie at these meetings. Edwin identified in error in line number three: adopt “agent” needs to be “agenda.” Kellie is misspelled as is HLC. “All ready” also misspelled. “SCL” needs changing to “SLC.”</p>	<p>Les motions to approve (Aug. 25th minutes), seconded by Marlin. No discussion. Passes unanimously.</p> <p>Erik requests motion to approve Sept. 29th meeting. Does not need approval since it was for co-curricular assessment, and it was an optional meeting. Erik wanted to make sure that everyone had a chance to review the minutes.</p> <p>Dan Les makes a motion to approve changes and minutes. Edwin seconds. Passes unanimously.</p>
<p>4. Adopt Agenda</p>		<p>Erik requests change to agenda to include “new secretary for SLC.” Dan motions to approve, Les seconds. Approved unanimously.</p>
<p>5. New Secretary for Student Learning Committee</p>		<p>Robyn will be the new secretary to take SLC minutes in the future.</p>
<p>6. Assessment Plan Norming</p>	<p>Erik: From now on until may, every meeting we do will start with norming assessment. We will start with this first today. Using Assessment review rubric and annual assessment plan. We will go through rubric once, and read through description under sections. Read the descriptions; take a few minutes, and each score (numerical value in each section) and then discuss each one. We will come up with a score for the whole sheet.</p> <p>Rubric: this is the rubric we use in May to come up with their scores. Erik describes each section to indicate and clarify purpose. These are generally talking about alignment.</p>	

	<p>Les: for number six, it says “must,” but others say “should;” “must” should be used on all of the sections on the rubric. Teresa: “are” is possible to use instead of “should” or “must.” Agreement ensues.</p> <p>Terri: section 2: “some small room for improvement” moved to ; Section 3: under 4, “room for improvement,” and under 3, “some room for improvement” also; can cause confusion. Can we drop this from number 4? Number five also has “room for improvement.” Erik: There should be room for improvement included in language to indicate that there is always room for growth, even though it is on the high end. Terri: suggests eliminating them all from number 5. In 4, “room for improvement” will be moved to number 3; Only column 3 had “room for improvement.” “Improvement” language removed from columns 4 and 5. Teresa: at column 5, you are at the next level of improvement. Teresa: it is inherent in the rating, so no language about improvement should be included. Erik: numerical descriptions are enough, and imply level of improvement needed.</p> <p>Erik: place numerical value from one to 5 in the margin.</p> <p>Discussion covers norming evaluation of a sample annual assessment plan.</p> <p>Rubric Section 4: results are quantified, and are clear and concise. Language like this needs to be included in this section to underscore the value of clear results rather than other information not necessary for this section.</p>	
<p>7. Updating the Assessment Handbook</p>	<p>Assessment manual: (Assessment Handbook.) Erik covers changes indicated on shared document. Big change: course-level assessment (section 2). Last year, 0 sheets were turned in at the end of each semester. Course-level assessment was not documented (which is not to say that it was not done.) Erik suggests taking that document out. Intent from this sheet was to put course-level assessment into the departments and then sharing their data for their individual courses. Since there was no buy in—and since people do not remember that—Erik recommends to scrap this assessment strategy; it was too cumbersome to keep in the data. Terri: changes need to be submitted to administrative council. Terri: needs to leave soon, so suggests reviewing this prior to next meeting in January.</p>	<p>Motion to adopt changes and submit to administrative council made by Teresa and seconded by Ann. Approved unanimously.</p>

<p>8. Status of General Education Outcomes</p>	<p>Status of General Education Outcomes: Terri: we want a plan so that it is as smooth as possible. Erik: would you be able to explore the process part of it? Terri: are we at a point to provide a recommendation to administration? Committee we work to ensure that we are making progress through as early as March. This will be a continued item on the agenda in the future.</p>	
<p>9. Programs missing assessment plans</p>	<p>Programs missing assessment plans: Erik: worked with Marilyn to catch the program up. Missing associate of science still. Setting up meetings has not worked in the past, so progress is still necessary. Some work is being done by committee members to wrap up final tasks with some of these programs.</p>	
<p>10. Conference Attendees</p> <ul style="list-style-type: none"> a. HLC- Chicago April 6-10 b. General Education Assessment Workshop: Kansas City Feb. 22-23 	<p>Conference attendees: Erik: People might be interested in the HLC conference in Chicago; Terri and Kellie encouraged as many faculty as possible to go.</p> <p>General education assessment workshop: Erik: really good from previous experiences to develop assessment skills.</p>	
<p>Next Meeting</p>	<p>Next meeting: January 19th 9-12:00 p.m. (Friday). Les: boarding school conference on that date. Erik: 5th of January might be good since we will not have students that week and won't have conflicts at that time.</p>	
<p>Adjourn</p>		