

**Teaching, Learning, and Assessment Committee  
Meeting Agenda and Minutes**

**August 31, 2017  
12:30-1:30 PM  
Coliseum 2114**

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**Meeting called by:** Jennifer Edelman, Chair  
**Minutes prepared by:** Jennifer Edelman

**Attendees:** Jennifer Edelman, Dan Williams, Sal Peralta, Andrea Baer, Jonathan Denny, Rod McRae, Janet Gubbins, David Newton, Judy Butler, Sal Peralta, Julia Farmer

Not present: John Morris, Kyunghee Moon, Jonathan Mark Hendrix, Rick Sigman, Cindy Head, Mary Bishop, Reed Blalock, Annemarie Eades

***Minutes***

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**Agenda item:** Nominations: Chair-elect, Tech Fees Committee Rep, and University Assessment Team Rep **Presenter:** Jennifer Edelman

**Background Information:** The chair-elect will shadow the current AY chair to learn the role prior to assuming the chair position in July 2018. This person will also be responsible for keeping minutes during the meetings and submitting those minutes to the chair for forwarding to committee members for approval and Faculty Senate Secretary for posting online. This person must be a senator.

**Tech Fees Rep:** This person will represent the TLA committee at all technology committee meetings. Responsibilities include attending technology committee meetings, bringing pertinent information back to the TLA committee, and communicating TLA committee feedback to the technology committee. This person does not need to be a senator.

**University Assessment Team rep:** This person will represent the TLA committee at all University Assessment Team meetings. Responsibilities include attending University Assessment Team meetings, bringing pertinent information back to the TLA committee, and communicating TLA committee feedback to the University Assessment Team. This person does not need to be a senator.

**Discussion:** The committee determined that having senators fill these roles would make the most sense as they can bring issues directly to the TLA committee and faculty senate.

**Conclusions:** There are only three senators on the committee, with one cycling off at the end of this year so it was suggested that the senators work this out amongst themselves.

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
✓ Senators determine roles via email	Jennifer, Dan, and John	September Meeting

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**Agenda item:** Committee Elections via Google Forms **Presenter:**

**Background Information:** The chair proposes that we use Google Forms or other electronic voting method to confirm the committee elections since not all members of the committee are able to attend the face-to-face meeting.

**Discussion:** In terms of scheduling we could use Collaborate in CourseDen as a method for recording the sessions. Janet Gubbins can help us set up the technology.

**Conclusions:** The committee agrees to vote via Google forms since not all members can be present at each meeting.

Action items	Person responsible	Deadline
✓ None		

**Agenda item:** Committee Purpose and Projects **Presenter:** All

**Background Information:** The stated purpose of this committee is to advise the Provost and Vice President for Academic Affairs and the Vice President for Information Technology and Chief Information Officer; to consult with ITS regarding issues related to instruction and research on campuses and online; to advise and assist with QEP implementation; to advise the Center for Teaching and Learning; and to advise the Executive Director of Extended Learning (eCore, continuing education, distance and distributed education, satellite campuses). At our initial meeting, the chair invites the administrators on the committee to bring any initiatives, ideas, or projects that the committee could work on during the 2017-2018 academic year. All faculty and our student representative are also encouraged to bring ideas.

**Discussion:** The ideas discussed are below:

- Flipping the focus from student learning to improving pedagogy of professors
  - Pedagogy conference in April/May-some colleges don't participate. 189 people at last year's meeting. Before Cher left and David coming into the role, figuring out ways to change the options (e.g. ten talks, etc.) ask colleges who are not involved to break down barriers. Cher ideally was hoping for a shift where the conference could be counted in T&P.
  - Getting chairs to buy in as part of the annual reports. Can/should professional development count as part of T&P review?
- Student Evaluations of Instruction: method of administration, digitizing and analyzing the results
- RPG: Improving retention rates freshmen to sophomores
- Faculty survey about needs in terms of teaching and learning. How can we support faculty in their teaching? CTL did a campus-wide survey in early 2015 and the data is housed in the CTL. Book studies. Need to hear from the students as well because their perspective is different than the professor. Capturing the faculty concerns. Can we use the Engage West data as well?
  - Caveats to students: survey fatigue so careful design of the tool. Careful wordsmithing of the items for the students. Can use the SEI data from online courses. Distance ed does random phone surveys in the spring (calling students).

**Conclusions:** What data already exist? What is our core question? Is it RPG? DFW rates? Improving teaching? Do we need data for things that we think we already know?

Action items	Person responsible	Deadline
✓ Committee members will brainstorm ideas and solicit input from others for committee charge in 2016-2017	All	September Meeting
✓ Andrea will create a shared Google doc for everyone to add ideas to.	Andrea	September Meeting
(Update: Document available at <a href="https://docs.google.com/document/d/14cXK5zJkbqpf16kRYJLU M4JZLz5bzuvWX1Kh0uiDjDY/edit">https://docs.google.com/document/d/14cXK5zJkbqpf16kRYJLU M4JZLz5bzuvWX1Kh0uiDjDY/edit</a> )		
✓		

**Agenda item:** Meeting Dates/Times for **Presenter:** Jennifer

Fall 2017

**Background Information:** This is a brand-new committee so estimating the frequency with which we will need to meet is difficult. Currently, the chair proposes scheduling a meeting every 4 weeks, with the understanding that additional meetings may need to be called or that meetings may be canceled, depending on the workload. The chair proposes that we determine a meeting day/time during each of the following weeks in 2017:

- Week of September 25
- Week of October 23
- Week of November 13: Guest speaker for accessibility summit
- Week of December 4

**Discussion:** Doodle poll generic to gauge when people are more available.

A poll will be sent to collect members' schedules to determine best meeting times/days prior to the September meeting.

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
✓ Send a poll to collect members' schedules	Jennifer	9/6
✓ Collate responses and identify two days/times for meetings	Jennifer	9/15

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***Announcements***

None