Teaching, Learning, and Assessment Committee
Meeting Agenda

Date: Thursday, August 31, 2017

Time: 12:30-1:30 PM

Location: Coliseum 2114

Agenda

Agenda item: Nominations: Chair-elect	**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.

Agenda item: Nominations: Technology Committee Member	**Presenter: Jennifer Edelman**

Background Information: 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.

Agenda item: Nominations: University Assessment Team Member	**Presenter: Jennifer Edelman**

Background Information: 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.

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

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.

Agenda item: Committee Purpose and Projects	**Presenter: Jennifer Edelman**

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). Please bring ideas for committee tasks to this meeting.

Agenda item: Meeting Dates/Times for Fall 2017	**Presenter: Jennifer Edelman**

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
Week of December 4
We will set the spring semester meeting schedule at our meeting the week of December 4.