

**University of West Georgia Senate**  
**Teaching, Learning, and Assessment Committee (TLA) – Meeting Minutes November 11, 2020**

**In attendance:** Anne Barnhart, Leah Haight, Melissa Jackson, Brian McCrary, Rod McRae, David Newton, Laura Phillips, Sally Richter, Marissa Robertson, BethRené Roepnack, Jason Swift, Rebecca Gault

<b>Agenda Item Topics</b>	<b>Overview of Discussion</b>	<b>Action/Action Items/Outcomes or Follow up Needed</b>
<b>Call to order</b> <b>Introductions</b>	Group called to order at 10:00 am.	
<b>Approval of Minutes</b>	Minutes for October 16, 2020 were approved.	
<b>Review of status of emergency measure to move fall 2020 SEIs online.</b>	Rebecca shared with the committee that the measure to move fall SEIs online as a temporary measure passed in the October Faculty Senate meeting.	Rebecca will write an email draft and bring it to the November meeting for committee review.
<b>Update on CourseEval SEI software platform from Rod McRae including potential impacts to Information meetings for SEI Evaluation Form and vendor presentations.</b>	<p>Rod McRae shared that based on discussions with Philip Hand, CourseEval will need to be renewed or replaced by April 1, 2021. Any new contract over \$25,000 would need to undergo a new bidding procedure. However, the CourseEval would be \$19,006. Rod also shared that he has learned that CourseEval can accommodate tasks that faculty have been requesting.</p> <p>The committee will pursue sharing the SEI Information Form with faculty via email.</p>	<p>Arrangements will be made for UWG's contact for CourseEval, Michele Borucki, to attend the November TLA Committee meeting. She will provide a walk-through of the platform for the TLA Committee members and will answer any questions the committee has.</p> <p>Rod McRae will write an email template to introduce SEI Evaluation Form.</p>
<b>Consideration of TLA Committee Charge rewrite.</b>	Farooq Khan suggested in a previous meeting that TLA should examine its charge. Rebecca shared that Angela Branyon (Chair of the Rules Committee) requested that all committees review their charges over the next few months and advise her if any changes are needed. Dan Williams, Faculty Senate Chair, suggested a timeline of December through February for this activity.	Rebecca will create a document that compares committee charges to bring to the December committee meeting. Subsequent to the meeting, Farooq Khan also agreed to evaluate committee charges to locate overlaps in committee charges contained within the Bylaws of the Faculty Senate.
<b>Review of draft email to deans and associate deans concerning definitions for terms associated with majors,</b>	Rebecca shared the draft email with the committee and revisions were made. Subsequent to the committee meeting,	The email is ready to be distributed via listserv by David Newton. During the December meeting, the committee will

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<p><b>including “concentration,” “track,” “emphasis,” and other related terms. The committee will review the draft email and discuss potential next steps.</b></p>	<p>the draft email was shared with Jill Drake for her comment. Dr. Drake suggested the committee should consider the potential impacts of gathering definitions from various colleges and departments as opposed to advancing a proposal to have all terms match the transcript designation of “concentration.”</p>	<p>discuss whether the email request for definitions should be sent or a path to request a change of terminology should be advanced.</p>
<p><b>Next Meeting</b></p>	<p>Friday, December 4, 2020, 9:30 am Online via Google Meets</p>	
<p><b>Other</b></p>	<p>Adjourned at 10:50 am</p>	

Respectfully submitted- Rebecca Gault