

University of West Georgia Senate
Teaching, Learning, and Assessment Committee (TLA) – Meeting Minutes October 16, 2020

In attendance: Anne Barnhart, Melissa Jackson, Farooq Khan, Rod McCrae, Laura Phillips, Sally Richter, Marissa Robertson, BethRené Roepnack, Rick Sigman, Jason Swift, Amanda Thomas, Rebecca Gault

Agenda Item Topics	Overview of Discussion	Action/Action Items/Outcomes or Follow up Needed
Call to order Introductions	Group called to order at 9:30 am.	
Approval of Minutes	Minutes for September 9, 2020 were approved.	
The TLA Committee reviewed various terms that are currently used interchangeably in different colleges and programs and are coded in Banner as concentrations. The Committee also considered whether it should advance definitions through Faculty Senate.	<p>Amanda Thomas provided information that terms currently used include “concentration,” “track,” “emphasis,” and other related terms, and that Joe Fernander, Assistant Registrar, confirmed the terms are used interchangeably and everything is coded in Banner as a concentration. Amanda also provided a resource with definitions from UNC Charlotte: https://provost.uncc.edu/policies-procedures/academic-policies-and-procedures/definition-undergraduate-majors-minors</p> <p>Amanda related that for assessment purposes, concentration can be considered a structured plan of study within a major so an additional learning outcome would not be needed. But a separate track, might require an additional learning outcome which would require an additional assessment tool. Curriculum currently allows anything to be entered. Defining these terms would clarify expectations for assessment and for students’ understanding of the expectations of their program. Rod also noted that using consistent terms would be beneficial to students applying to transfer to or be admitted to advanced degree programs in other institutions.</p> <p>It was agreed that the initial step of the committee will be a request to all deans and associate deans to provide definitions for terms associated with majors, including “concentration,” “track,” “emphasis,” and other related terms. After this information is received, the committee will determine next steps, which may include no action (if the issue is resolved</p>	Rebecca will write an email draft and bring it to the November meeting for committee review.

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	within the deans' offices), taking up the charge to define terms with the intention to bring to the full senate, finding a home for the issue to be resolved.	
Request by Farooq Khan to consider revisiting TLA Committee charge	The TLA Committee charge was presented to members of the committee and discussed. Rebecca related that this broader written charge has been in place for at least three years and the specific work of the committee has primarily related to the SEIs over that time period. Farooq suggested that the written committee charge is broad and would benefit from refining.	Consideration to rewrite the TLA Committee charge will be included on the agenda for the November TLA meeting.
Information meetings for SEI Evaluation Form	It was determined that it made sense to move information meetings about the SEI Evaluation Form back in light of the current issues being handled in Faculty Senate. This was also determined to be advantageous because these meetings could be combined with information meetings about potential SEI software platforms. However, the SEI Evaluation Form will be shared during Faculty Senate in a hope to begin to collect data from faculty in advance of the meetings.	Rebecca will contact Philip Hand about the potential of information combining meetings.
Next Meeting	Wednesday, November 11, 2020, 10:00 am Online via Google Meets	
Other	Adjourned at 10:25 am	

Respectfully submitted- Rebecca Gault