

University of West Georgia Senate
Teaching, Learning, and Assessment Committee (TLA) – Meeting Minutes March 26, 2021

In attendance: Farooq Khan, Mark Kunkel, Rod McRae, 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 February 19, 2021 were approved.	
Update on SEI Revision Subcommittee work.	Rod McRae shared results of the first two subcommittee meetings and reviewed the planned schedule for the subcommittee to address the remaining SEI items. The subcommittee has agreed to remove as much as possible adverbs and adjectives from items so that the Likert scale response indicates intensity of responses. The planned schedule will have the subcommittee address the remaining student-centered items on March 26 with the goal to be finished with addressing all items sometime in May. It is anticipated that the rewritten draft items will be shared with students and additional faculty in some form in the early fall to begin the process of obtaining additional feedback.	Subcommittee meetings are continuing on this issue.
Next steps to address terms associated with majors, including “concentration,” “track,” “emphasis,” and other related terms, particularly as the terms are related to assessment and student learning outcomes.	Moving forward, the committee will develop a set of definitions for terms associated with majors. The committee decided it would be appropriate to develop a presentation for a fall semester Faculty Senate meeting to obtain feedback on this issue. Farooq and Rebecca will work on this presentation over the coming weeks, with Amanda’s support, with the intention to bring the presentation to the full TLA before presenting to the Senate. Other committee members are welcome to join this effort as well.	Rebecca will ask Joe Fernander for blinded student transcripts. Rebecca will contact Carrie Ziglar (Director of the Department of Student Success) for her input on this issue.
Request from Academic Policies Committee (APC) to review their work on the UWG Incomplete Form and suggest further changes.	The TLA reviewed draft changes to the Incomplete Form per a request of the APC and made additional suggestions for draft changes.	Rebecca will return the input of the TLA Committee on the Incomplete Form to Emily McKendry-Smith, chair of the APC.

Agenda Item Topics	Overview of Discussion	Action/Action Items/Outcomes or Follow up Needed
Review of TLA Committee Charge.	This item was moved to the April TLA meeting agenda due to time constraints.	
Next Meeting	Friday, April 16, 2021, 9:30 am Online via Google Meets	
Other	Adjourned at 10:30 am	

Respectfully submitted- Rebecca Gault