

University of West Georgia Senate
Teaching, Learning, and Assessment Committee (TLA) – Meeting Minutes December 4, 2020

In attendance: Mandi Campbell, Janet Gubbins, Leah Haught, Melissa Jackson, Farooq Khan, Brian McCrary, Rod McRae, David Newton, Laura Phillips, Sally Richter, Marissa Robertson, Jason Swift, 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 November 11, 2020 were approved.	
UWG's contact for CourseEval, Michele Borucki, provided a walk-through of the platform for the TLA Committee members and answered committee members' questions.	<p>History: CourseEval implemented in 2007 and now integrated with D2L and includes automated reminder emails. Process analysis has been completed to help UWG staff & faculty use CourseEval more effectively. Custom questions can be used: can be assigned by department, course attribute (labs, grad/undergrad, etc.), specific course number. Custom dates can be used to simplify the process. Reporting functions are available in the system that haven't been used or could be used more effectively. Ms. Borucki demonstrated and further explained several of these functions. A link to her presentation is included here: TLA Committee Meeting - Michele Borucki CourseEval presentation</p> <ul style="list-style-type: none"> • Department level questions could be added by Ms. Campbell as the UWG CourseEval manager based on input from department administrators. Another option would be to allow department administrator direct access to add questions. • Course-based questions would be imported into the system and automatically assigned to specific courses. • Faculty added questions would be added from a custom databank. This databank would be created based on faculty suggestions. • Ms. Borucki can check to see if other institutions might be willing to share their faculty level question databank. 	

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Next steps for distributing the SEI Evaluation Form to faculty were discussed.	The committee reviewed and approved the email template to distribute the SEI Evaluation Form. The form was revised to add a point of contact, Rebecca Gault as chair of the TLA Committee, to the introduction of the form, an incentive opportunity, and information about the history of revision to the SEI. Having members of the committee promote the survey through department contacts and department meetings was discussed.	Rebecca will send the email template to Colleen Vasconcellos who has offered to distribute it through the all faculty email list.
Definitions for terms associated with majors, including “concentration,” “track,” “emphasis,” and other related terms were discussed along with next steps	Rebecca reviewed feedback from Dr. Drake and Mr. Fernander regarding terms associated with majors. The committee learned that the USG does not have input on these terms, but that UWG uses only the term “concentration” on transcripts. The committee decided not to send emails to deans at this time requesting definitions of terms being used across the university. The need to clarify “certificate” was also discussed, in terms of different types (stand-alone, Professional Services Commission, non-PSC, embedded). In addition, when this standard is decided upon, if that statement included a note about the different types of certificates. Dr. Newton suggested inviting Dr. Drake and Mr. Fernander to attend the January meeting as experts on the topic along with Ms. Thomas (a TLA member) as an expert on assessment.	Rebecca will invite Dr. Drake and Mr. Fernander to the January TLA Committee meeting.
Consideration of TLA Committee Charge rewrite.	Rebecca informed the committee that work being done in the Rules Committee mean that any changes to the TLA Committee charge will be considered by that committee in March at the earliest or potentially later. For this reason, this item will be considered further in January.	
Spring semester meetings	Meetings were set for the spring semester for January 22, February 19, March 26, and April 16. All meetings will begin at 9:30 am and will be conducted online via Google Meet.	
Next Meeting	Friday, January 22, 2021, 9:30 am Online via Google Meets	
Other	Adjourned at 10:50 am	

Respectfully submitted- Rebecca Gault