

## Teaching and Learning Program Council

Minutes for May 3, 2017

**Present:** Louise Ammentorp, Helene Anthony, Michelle Bunagan, David Bwire, Judi Cook, Donald Leake, Brenda Leake, Amy Moyer (Chair), Leah Mulvey, John Oliver, AJ Richards

**Excused:** Bryana Bonfanti, Brooke Chlebowski, Bill Keep, Laurel Leonard, Andy Leynes, Anne Marie Maratea

1. Review of meeting minutes for 4/19/17 – Minutes approved with the addition of Bryana Bonfanti as minute taker.
2. TLPC Composition for 2017-18: Based upon revisions to college governance, cuts are to be made to the membership of TLPC. There will be 11 seats (currently, there are 17), including 4 faculty, 1 librarian, 2 staff, 2 students, the Director of CETL, and the Director of Instructional Design.
  - a. Brenda proposed that ex-officio members be allowed without voting rights (e.g. leadership representatives from Learning Communities could be invited to attend meetings). It was also suggested that Amy contact Jennifer Palmgren to request that members with terms to fulfill be allowed to serve on the committee until they cycle out.
  - b. It was discovered that David Bwire was not officially added to TLPC membership for 2016-17. David will check for previous email correspondence with the Faculty Senate indicating membership on TLPC.
3. Steering Charge:
  - a. Survey to the Chairs to be sent soon.
  - b. Those who register for the IT Workshop are being invited to the Focus Group. Chair Moyer will contact Jessica Stover in order to also send out an email invitation to the campus community for the Focus Group.
  - c. Questions for the Focus Group were prepared by Louise and Helene. It was discussed that attendees will be asked if they know about the process for offering a blended/online course, so an overview will not be given at the start of the session. Louise, Helene, and Judi will each be available to lead a small group discussion, and then share findings to the group as a whole.
4. Update from the Director of Instructional Design, Judi Cook
  - a. Judi distributed fliers for the IT Workshop for members to post. The IT Workshop is Wednesday, May 17<sup>th</sup>, 8:30am-12:15pm in the Library Lower Level.
  - b. Enrollment for blended courses are up by ~200 students (was this for the summer?). New faculty training session starting in May.
  - c. Instructional Design and CETL offices to be moved to Forcina 241, likely mid-July. Instructional Design staff currently in the Library Lower Level will stay at that location. The Forcina office space will include a conference room which may accommodate TLPC meetings.

- d. Judi to present research with Ruth Palmer at a conference in Toronto.
5. Update from the Director of CETL, Brenda Leake
- a. The New Faculty Cohort's final sessions are scheduled: May 5<sup>th</sup> Provost Luncheon and June 3<sup>rd</sup> Exhale & Celebrate.
  - b. Learning Communities
    - i. Mentoring LC
      - 1. Has submitted its final report. This will be forwarded to V. P. Zake.
    - ii. Achievement Gap LC
      - 1. Amy hired 3 students to work on data as well as the website for the Achievement Gap Data Summit. The website framework is already up and will eventually share research, data sets, and advertise data summit events.
      - 2. Opportunity Gap Awareness Session on May 22<sup>nd</sup>, 11am-3pm. Amy to send out an email invitation to TLPC when time confirmed. Lunch to be provided. Kelly Hennessy will present student life data, and the "draft" version of the new education simulation will be tested out. LC advisory board, TLPC, and other interested colleagues are invited.
      - 3. Kerri Tillett has offered additional funds for the Data Summit, if needed. The LC is currently looking for keynote speakers.
    - iii. Student Feedback LC
      - 1. Kit Murphy has been contacted to do mid-term feedback training with the LC. There is a Senate task-force on Student Feedback. Helene to contact Cindy Curtis regarding this in order to coordinate efforts.
    - iv. "Thank-you" brunch will be held May 9<sup>th</sup> 9:30-11am for all members of existing LC's. All of TLPC is also invited, please RSVP. This will be an Informal sharing of LC's accomplishments and ideas for future work. It will also be an opportunity to project LC needs for various modes of CETL support for 2017-18.
  - c. May 8<sup>th</sup> Spring Professional Seeding event canceled due to scheduling issues. Instead, Brenda is planning a Fall 2017 event to share the work of existing LC's and initiate/recruit participants for the new LC "Supporting Vulnerable Students," possibly led by Kim Pearson and Atsuko Seto.
  - d. Brenda to compile feedback from Spring 2017 Good Reads event and will email summary to TLPC.
  - e. 2017-18 CETL Initiatives to include increasing post-tenure support for faculty.

Respectfully submitted by Michelle Bunagan