

STUDENT LEARNING COMMITTEE (SLC)  
Minutes of meeting held Sept 4, 2015

Members Present: Ron Parisien, Les LaFountain, Dr. Teresa Delorme, Audrey LaVallie, Rhonda Gustafson, Kellie Hall, Marilyn Delorme, Ann Brummel for Leslie Peltier, and Barb Houle for Sheila Trottier, Terri Martin-Parisien

Members Absent: Travis Azure

1. Meeting was called to order at 9:05 AM by Chairperson Terri Martin-Parisien. Terri welcomed everyone back.
2. Roll call taken. See Members Present.
3. Motion made to accept agenda: Teresa moved to accept, Les seconded. Discussion none. All in favor, motion carried.
4. Minutes of June 16, 2015 distributed and reviewed. Motion made to approve minutes with revisions: Teresa moved to approve, Ron seconded. Discussion: Correction for spelling of Theresa to Teresa. Correction of date of academic year 2116 to 2016. Correction of spelling Kelly to Kellie. Under #3 of outcomes, change mathematics to science. All in favor, motion carried.
5. **Old Business:**
  - a. Discussion about Department chairs. Any changes in Department Chairs are supposed to be place by April.
    - The possibility of adding another CTE Chair is currently be reviewed by Dr. Davis.
    - Peggy Johnson has retired and the possibility of Erik Kornkven replacing Peggy was an option.
    - Rhonda will review the policy for the selection of department chairs and put out an email to the social science faculty to nominate or keep Leslie on for another year if she is agreeable since her three year term is up.

Conclusion:

By the next SLC meeting all new Department Chairs will be in place for this year. In April of 2016 all chairs will be in place.

b. Assessment Calendar

Terri distributed copies of the assessment calendar. Discussion: For the cultural assessment 138 students were eligible to take the Cultural Assessment; 110 took the assessment survey. All results were given to Leslie. These same students will take the survey again in two years.

Out of the 110 students that took the survey we need to identify the 9-month Certificate students to make sure they take the survey again at the completion of their Program.

Questions/Discussion:

- How are Instructors actually assessing Culture in their classes?
- Who is responsible for administering the Pre and Post Cultural Assessment.?
- What are our goals and objectives Cultural assessment?
- How much material should be related to Culture?

Ann will share the SLC concerns with Leslie. More information on these questions will need to be shared at the next meeting.

We need to make sure that new faculty gets orientation on our Culture requirements. Teresa volunteered to be on the agenda for the next SLC meeting for new Faculty Orientation.

**6. New Business:**

- a. Terri gave an update of our assessment progress and presented the Higher Learning Commission (HLC) report. This report needs to be distributed to all Faculty. Rhonda agreed to get the report to faculty. It was the consensus of the committee that we have made good progress in our assessment but we need to continue moving forward.

b. Institutional Academic Report.

Terri presented the final 2014-2015 Institutional Academic Assessment report.

Motion to approve the report. Rhonda moved to approve, Teresa seconded.

Discussion: First 11 pages plus 1<sup>st</sup> paragraph on page 12 is the 2014-2015 report.

Beginning on page 13 is the new SLC Plan.

All in favor to approve, motion carried.

c. Institutional Academic Plan 2015-2016

Discussion held on the following assessment plans/activities: Sitting Bull College (SBC) Vice-President and SBC assessment team invited to present to TMCC SLC and all faculty, a Faculty exchange with South Western College and the attendance of faculty at HLC annual conference. It was also the opinion of the committee that as many faculty as possible attend the HLC Conference.

Teresa expressed a concern about the consistency of final narrative reports. Also what the Board really wants in Program quarterly reports?

- Budget
- What data should be included?
- Should there be a template?
- What should be in the narrative? Is a narrative really needed?

Teresa's questions will be addressed under agenda item 7b. Motion to approve Institutional Academic Plan. Audrey moved to approve, Ron seconded. No further discussion. All in favor, motion carried.

**7. General Education Department Plans**

- a. Discussion held. Department plans are due back to the Student Learning Committee by **Friday, Oct. 16, 2015.**

- b. Several Assessment reporting plans were reviewed from other institutions. After much discussion the attached assessment template was developed. Plans will include:
- What is being assessed
  - Method of assessment
  - Implementation of plan'
  - Results
  - Recommendations

For the next SLC meeting, the SLC will develop standardized rubrics for TMCC departments to use. The following committee members will provide samples of rubrics per each area:

1. Communication- **Kellie**
  2. Science- **Audrey**
  3. Math- **Audrey**
  4. Humanities and Social Science- **Leslie**
  5. Culture- **Rhonda**
  6. Critical Thinking- **Les**
  7. Technology- **Teresa**
8. Appointment of Sub-Committees
- a. Action plan for academic year 2015-16 is to develop sub-committees to work on rewriting the current General Education Student Learning Outcomes. Call for nominations to Chair this sub-committee. Rhonda was nominated. There were no other nominations. Nominations ceased. All in favor, motion passed for Rhonda to chair the General Education Outcomes sub-committee. Rhonda will invite faculty to participate. Rhonda will share updates with the SLC.
- b. Faculty Assessment Manual Chair  
Call for nominations to chair. Dr. Ann Brummel and Sheila Trottier were nominated. Discussion: Comment was made that Sheila had a special interest in this area and is well versed in what HLC requires. Further discussion included having a faculty person chair this sub-committee. Committee recommended Dr. Ann as Chair and Sheila Co-Chair. A motion to accept Chair and Co-Chair. Audrey moved to approve, Teresa seconded. All in favor, motion carried. Dr. Ann will invite faculty to participate. Dr. Ann will share updates with the SLC.
9. Next Meeting is scheduled for Sept 25, 2015 9:00-11:00AM in the TMCC Board room.
10. Les made a motion to adjourn, Teresa seconded. All in favor, motion carried.  
Meeting adjourned at 11:06 AM

Respectfully submitted;  
Marilyn Delorme