



**Trinity Valley Community College
Learning Initiative Council
Meeting Minutes, January 25, 2008
1:00 PM Baugh Technology Center Conference Room**

Present: Kay Pulley, Wanda Mayes, Linda Gann, Janice Sutton, Russell Self, Jeremy McMillen, Wendy Mays, Eric Moseley, and Iris Reeves

Absent: Judy Callicoatt, Terry Spurlock, and Kippi Harraid

Guests: Tina Rummel, and Rebecca Whitley

1. Approved 11/30/07 Minutes

2. New Information on SACS 5-Year Report (Jeremy McMillen)

- We must submit a brief "Compliance Certification" document with the Quality Enhancement Plan (QEP) impact.
- SACS describes the document as being similar to what we went through with VCT. VCT comprised approx. 75% of the work of the full certification document. Expect that type of work in 3 ½ years to submit this document. Additional direction from SACS should be forthcoming.
- We are 2-3 years behind the pilot schools that we can use as examples if the requirements do not change drastically.
- LEAPS and Administrative Outcomes (AO) will be a major concentration in the report. The new president may alter the relaxed attitude some of the departments have adopted.

3. Academy Team Update (Linda Gann)

- Linda met with the sophomores this week. Two people from the first Academy have joined them and Travis Dungan visited on his own time
- Russell is helping with the freshman group and things are going well.
- Lisa Clark is leaving the group due to unexpected changes in her schedule; she still plans to help with Learning Day.
- The Cengage Learning representative says that UNT has course redesign for their QEP that focuses on hybrid learning - a combination of distance and classroom programs using technology.
- The lack of bandwidth has hindered our using streaming video like the Western Texas College's weekly pod cast that is archived. The new president is very technology oriented so after a discussion with Mike Abbott it appears that we will be doing streaming video this summer.
- We will be recording the video conferencing we do to make it available later. We may also supplement classroom lecture with videos for students. This could resurrect the Great Explanation project.
- Learning Day has featured excellent speakers who have set the tone of the entire day. We need suggestions on who will do the opening address this year. Cost will be a factor but there may be money available. Give Linda the name of anyone who might fill the speaker role. She will test the waters with Vicky Dossett to see if she has any interest.
- Russell reported that no one joined him for the Faculty Association meeting with the president (ouch)!

4. Engagement Team Update – Russell Self to Chair Team, Judy Callicoatt to Direct Networking Project

- Judy Callicoatt has agreed to look at the networking project. The nursing program has been doing this for a long time. Hopefully the rest of the college can use some of the things they do.
- A way to get faculty buy-in to change their courses to address weaknesses identified by CCSSE may be to explain that change is needed because the students have changed. We can poll teachers to see how/if the changes make a difference. The vehicle to get the information out to teachers is still up in the air; TVCC Informational emails may not be a good vehicle.
- Those courses designated as using experimental or alternative types of instruction should be identified as such in the catalog to ensure students know what they are getting into.
- Instructors should use the Activity Log to record their efforts, successful or not.
- Some faculty still (incorrectly) thinks that we are asking them to teach students to read versus requiring students to read as part of the course. The use of Scantrons does not support this so we should do something else to fix this. Discussions will continue.

5. Assessment Team Update (Wendy Mays)

- Discipline-Specific Reading & Developmental Reading Test (Improvements to Process)
 - i. Russell had the idea to come up with a template where all discipline specific reading tests would contain a main idea question, a definition question, etc. as something to provide some consistency across disciplines.
 - ii. The six skills we identify in reading would be great to include in the tests, but at least a couple of those skills should be included. Wendy and Wanda are working on the template.
 - iii. Team is looking into getting answer sheet information into Blackboard/WebCT format for the developmental reading TASP post test. An online answer sheet will make our data gathering much easier.
 - iv. Wendy gave testing dates to all instructors who will be testing in '08. She has a handout for students giving them the testing window and reminding them about password issues they may encounter. Students may take the test anywhere they can access WebCT. Copies of the login instructions should be available in the Learning Lab.
- Wanda Mayes to Work as Local Reading Consultant
 - i. Wanda is reviewing each question in the reading (Discipline Specific) to identify if it was literal or inferential, if it there were supporting details for main idea questions. One test was all-literal (sociology) and they had a high pass rate.
 - ii. Kay, Wanda, Wendy, and Tina met and decided to polish what we have to improve validity of our results, before expanding the process.

6. Learning Lab Report – PODS Project (Rebecca Whitley)

- Rebecca distributed lab use stats gathered the first week of this semester. Lab use is up, students are dropping in between classes, and the number of first time lab visits is on the rise.
- Rebecca attributes some of the high numbers to the colorful flyer distributed during registration and given to each instructor. Students are still primarily using lab for“ online resources” and instructor referrals remain the largest source for first time

users. There are however, still students that do not know about the lab.

- Students are not fully utilizing the instructor/tutors in the lab. Some things to try to improve this would be to announce the arrival of each tutor, introduce him or her, publicize the tutor schedule, and put the instructor's name and area of expertise on the board.
- Some instructors will be introducing extra class credit for students who report to the lab for tutoring especially if that particular instructor is on duty as a tutor. We now have 14 lab tutor volunteers.
- The campus newspaper will publish the schedule by subject. There was a recommendation to investigate having the schedule published on the TVCC website homepage.
- The lab has only one broken computer right now since our 14 new systems were installed.
- Kay, Rebecca, Mike Abbott, and Janice Sutton are looking at our IT department writing a login program for the lab. Rebecca and Kay will be meeting with Blinn College for a demonstration of their login system that uses Microsoft Access.
- The lab will begin to provide calculators, headphones, more textbooks, and desk references that students can check out for use while they are in the lab.
- We have not had adequate tracking for PODS to date. Rebecca will be exploring this issue.

7. Invite Other Team Updates and/or Additional Discussions

- At the SACS annual meeting, Kay and Jeremy's scheduled roundtable expanded to two tables because of heavy turnout, Tina lead discussions at the second table.
- Our name was read at the SACS meeting announcing our successful reaccreditation; the names of other schools on probation were also read.
- Kay attended a presentation by Cengage Learning (bought out Thompson Publishing). They sell programs called "True Outcomes" that other schools that do not have the database we do will be interested in purchasing. They also have a student-tracking program.
- We need to focus on how to use the data we have collected using LEAPS and AO's.
- Linda and Russell are members of the presidential transition team. They will be involved in planning all of the upcoming events for the outgoing and new president.
- TVCC archived the info emails so you can go back to review any you may need such as Engagement Edge. Some things can also be recycled.
- Jeremy's secretary search is ongoing. The search has been extended.
- The Library has a "My Space Page", unfortunately they have no friends yet.
- The president has set a new meeting schedule. VP's meet 1st & 3rd Wednesdays at 9AM, the Executive Cabinet (includes Provosts, VP's, and Asst VP's) meet 2nd & 4th Wednesdays at 9AM, the Strategic Forum will meet Fridays following the monthly Board Meeting; it will be a large group that includes Directors and above plus designated others. They will meet in the Cafeteria conf. room at 8AM.

8. Next Meeting Plans: Kay will select tentative date and inform council members and guests. Meeting adjourned at 2:52 PM.