



**Trinity Valley Community College
Learning Initiative Council
Meeting Minutes, Friday October 24, 2008
1:30 PM Baugh Technology Center Conference Room**

Present: Kay Pulley, Jeremy McMillen, Judy Callicoatt, Wanda Mayes, Wendy Mays, Russell Self, Janice Sutton, Rebecca Whitley, and Iris Reeves

Absent: Kippi Harraid, Eric Moseley, Tina Rummel, Terry Spurlock

Guest: Marshall Reeves

1. Approve 5/2/08 Minutes

2. Council changes and Additions (Kay Pulley)

- Linda Gann has resigned the LI Council; she did a great job with the Learning Academy and will continue to play an active role with the Academy classes.
- Tina Rummel and Rebecca Whitley accepted invitations to become LI Council members.
- Members may recommend faculty for potential membership in LI Council. More faculty would help us maintain a much needed connection.

3. Assessment Team Update, Reading Tests and Issues (Wendy Mays, Wanda Mayes, and Marshall Reeves)

- The team met 10/23/08 to iron out testing issues from the last reading test cycle. The new agreed upon procedures should result in a better testing system.
- The team determined that they cannot extend the 2 week test window for the pre-test. It would create more problems than it is worth.
- Government and Economics were added for pre and post tests. We have a good sample, 1571 students took the pre-test, enough data to view consistencies. Math has volunteered to give a discipline specific reading test (College Algebra), but has not been selected yet.
- Wendy and Wanda have done an outstanding job looking at discipline related questions; Wendy in developing questions and Wanda for her review and suggestions to improve test quality. We will continue to focus on the 20 most difficult courses at TVCC as test subjects.
- Per Judy, her program may replace their required computer class with something else. No changes will be made before next year.
- Wendy questioned whether dual-credit students should take the reading tests. Answered by Kay and Jeremy that with the exception of Early College High School students, all students in the designated test class should take the test. If we need to break down the results to identify the dual-credit students, IR can do it.

- Reading test takers will be able to view test scores but not tests. We have re-written the instructions for how to log-in and how to get the reading prescriptions.
- Some problems encountered by Developmental reading test takers were:
 - Some developmental tests were done on paper in class, not online due to high level of anxiety students experienced. Their answers were entered by Student Assistants.
 - Many problems with passwords.
 - We tried to have some developmental students take the test with an answer sheet online.
 - Some students took the reading test but not the engagement test.
 - Errors were found for answer keys.
- Wendy will make changes to the actual test and Developmental Reading students will be allowed to take paper tests. LI will enter their data directly into WebCT.
- CAAPS tests are ordered, the testing window begins 1 December, math only ordered. There will be another drawing for Gift certificates in the same amounts as last year.

4. Learning Day Report (Kay Pulley)

- We are very pleased about learning day. Attendance was 183 and the goal was 180. The first year 162 people attended. Last year 185 attended so we are meeting our goals. The evaluation survey is still out there online. 90 people have responded. Evaluation surveys will cut off Sunday. There are overall results for general and breakout sessions.

5. Academy Update (Kay Pulley)

- There are 7 in the freshman academy and 17 in the sophomore academy. A number of new teachers tried to participate but had conflicting schedules.
- The sophomore academy has been redone so that participants teach each other. Teachers will bring their specialties to the table and share with the academy.

6. Student Success Center (Rebecca Whitley)

- There have been many changes and additions to the Student Success Center, (formally the Learning Lab). The numbers are exciting; there have already been 5,721 visits as of yesterday. We average 159 students a day. Some students have been turned away due to the crowd in the morning. The reading portion of the lab can be used for students when a class is not present. The main reason entire classes use the lab is for class meetings (a new addition to the log-in screen choices).

▪ Additional Changes

- Faculty has begun to bring in their classes.
 - There are 25 new computers in the SSC for student use.
 - We have changed the name to better encompass the services available.
 - Constructed the glass wall for easy monitoring and separation.
 - Incorporated electronic sign-in for students. It is easier to use the new sign-in program.
 - A Touch-screen and card reader have been ordered. More questions/choices for lab use may be added.
 - Rebecca Goodman has been hired as assistant coordinator to work the new afternoon and evening hours. She's a very capable tutor.
 - Brochures will be printed in Spanish in the future.
 - With the help of adult education, new headsets were bought. Unfortunately for the SSC, 6 were stolen so students must have ID to check out a headset during their visit. An added benefit from this process is that learning student names is easier now.
 - The SSC is recycling paper. Previously wasted paper is now turned over to allow printing on the other side. Signs indicating this are posted.
- An issue continues to be printing in the lab. Students are allowed to print up to 10 pages for free. When they exceed that number what do we do? A "Tip Jar" is one suggestion or SSC personnel could pass out paper upon request. We hope to keep this as a free service, but a few people are taking advantage. Maybe additional signs could help.
 - **Action Item:** *SSC workers will make note of how much paper is used monthly.*
 - **Action Item:** *Coordinator to determine what percentage of students is Workforce vs. academic students.*

7. CCSSE (Spring Administration)

- *CCSSE is coming again this spring. At Russell's request we are hoping to continue improvements by making everyone aware of what CCSSE measures. Janet did re-craft some CCSSE questions in the original Engagement Edge.*
 - **Action Item:** *Kay to provide staff and faculty with a breakdown of the areas measured by CCSSE and distribute the document via email and other means.*

8. Invite Other Team Updates and/or Additional Discussions

Updates from last meeting (Jeremy McMillen)

- We have hired a College Readiness Coordinator, Keri Launius to deal with the public schools and college connections.
- **P-16 Regional Council** has meetings where they talk about college readiness standards. Reading is a key component of all of those standards.

- **The Intensive Summer Program (ISP)** was a success. The results in Reading are 15 students started and only one did not finish. Mathematics had 18 students that started, and 3 did not finish the program. Finishing the program meant getting out of Developmental completely. To apply this year the ISD must be the writer of the TEA grant. We may have extra points towards getting the grant again if we are eligible. Discussions regarding our future participation and the number of hours available to students followed.
- **The Early College High School Program** has 25 students participating, all are doing well passing their first 6 weeks and doing very well in the college class. They are planning to send school supplies to kids who were in hurricane Ike.
- **The Common Book Project** involves the college choosing one book that has relevance to the entire college. The book can be used as a theme for staff, faculty and students to rally around, providing opportunities for discussion and engagement. A summer reading approach does not make sense for our students but the book could be integrated into our curriculum. Some schools have had the books donated. Getting faculty buy-in may be a challenge but a plus is that it is not mandatory for all to participate. Wendy Mays will investigate a bit further; this could serve as her LEAD project.

Upcoming Conferences/Meetings

- Russell and Wanda Mayes will be going to Greensborough North Carolina to attend the National Association of Developmental Educators Conference in February 2009.
- Rebecca to attend the 1st Year Experience Conference in Orlando Florida February 2009
- Kay and Tina are attending the Texas A&M 9th Annual Assessment Conference in College Station 22 through 24 February, 2009.

9. Next Meeting Plans

- The next meeting is tentatively scheduled for Friday, December 5, 2008