**Teaching and Learning Program Council**

**Minutes from December 2, 2015**

**Attending: Helene Anthony (chair), Amy Moyer, Lauren Shallish, AJ Richards, Kelly Saldarriagei, Andy Leynes, Judi Cook, Louise Ammentorp, Michelle Bunagan, Donald Leake, Brenda Leake, Kris Anne Kinney, John Oliver.**

Reports:

**TLPC Chair : Helene Anthony**

* Minutes from November 18, 2015, were approved
* Spring Meetings were announced for 2/3, 2/17, 3/2, 4/6, 4/20 and 5/4

**Director of Instructional Design Report: Judi Cook**

* Asked for advisory on issues – 5 step proposal and course request forms.
* Blended/Online courses are happening in the summer/winter classes and some being offered in the fall and spring.
* What should be in place to move classes to online/blended?
	+ Blended courses will need to contact ID 1 month ahead of launch
	+ Online courses will need to contact ID 3 months ahead of launch
* Quality Matters Rubric will be used to evaluate classes
	+ Will offer training on QM
	+ ID has a course book or it can be viewed online at [www.qualitymatters.org](http://www.qualitymatters.org).
	+ Can create a free account under MyQM
* Discussion of forms shared by JC
	+ There were a variety of opinions but the majority of the committee felt that department members should be aware of proposals for classes for blended/online formats and that departments should decide the process for supporting specific classes for blended/online learning formats
	+ Members agreed that faculty should be able to get expedited training if they have QM Training.
* *Update since the meeting - Judi made changes to the documents, which were sent to the members of the council, electronically, on 12/15/15.*

**Director of CETL Report: Brenda Leake**

**Announcements**

* Janet Morrison met with the CETL Director and is planning to use TLPC-CETL’s *Good Reads* and *Learning Communities* initiatives as evidence of TCNJ institutional capacity to sustain efforts for support of traditionally underserved student populations in sciences.
	+ SPARC committee with the provost – defining objectives on attracting and retaining diverse populations.

**Governance Items**

* None

**Professional Development for Faculty & for Staff Directly Engaged in Instruction**

* 2015 New Faculty Cohort – ***First Fridays Series***
	+ Dec 4th, Michael Nordquist, Interim Exec. Dir. For Community Engaged Learning & Research, *Enhancing Educational Experiences through Community Engagement: Community Engaged Learning & Research at TCNJ.*
	+ The presenters are all confirmed for the Spring 2016 *First Fridays Series*:
		- Feb 5th, Matthew Hall, *Strategic Planning for Scholarship: Raising Productivity.*
		- March 4th, Jon Stauff, *Global Engagement*.
		- April 1st, Kim Pearson & Monisha Pulimood, *CABECT project*.
		- May 6th , Provost Taylor.
		- June 3rd, *“We-Survived-the First-Year Group Exhale.”*
* 2015-2016 Learning Communities
	+ *Faculty Mentoring LC (n=8 / 3 Schools/6 departments!)*
		- The LC members are having their 3rd meeting on Monday, Dec 7, 2015. The CETL Director plans to attend. They are beginning to think about their work and product for Spring 2016 semester.
	+ *TCNJ Achievement Gap (n=12/ 3 Schools/ 7 departments)*
		- No new information to report since our last TLPC meeting. Director has requested an update from the LC point-person, Don Lovett.
* CETL - TLPC “2015-2016 Good Reads Initiative”
	+ Not counting TLPC members and the Achievement Gap Learning Community, we have 69 requests for participation in the *Good Reads Program*. Once we include all of TLPC & the Achievement Gap LC, our total count will likely exceed 80 participants for 2016!
	+ Due to the need to balance the supply of books on hand with the number of requests, we are staggering the book pick-ups.
	+ Since CETL funds are supposed to target instructional staff activities, and *Good Reads* has been extended to all staff, the book purchase expenditures are being tracked by group so that, if need be, CETL can request some additional support funds to balance costs for staff books.
	+ On Dec.1, 2015, Dr. Derald Wing Su from Columbia University did a presentation to the campus on racial & sexuality-targeted microaggressions. CETL Director is meeting with Kerri Tillett before the break in order to discuss cost & possibility of bringing Dr. Wing Su back to campus as part of our *Good Reads* events.
	+ CETL Director & TLPC “Good Reads” subcommittee (Shallish, Moyer, Gruenberg) are meeting in CETL space on 12/3/2015 to identify potential spring activities.