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| **AGENDA & NOTES** |
| *Name of Committee or Team:* Committee for Assessing Student Learning (CASL) |
| *Team Members Present: Peggy Dutcher, Karen Hicks, Luanne Bibbee, Susan Murphy, Barb Clauer, Rafeeq McGiveron, Edwin Bryant**Team Members Absent: Dana Cogswell, Leslie Johnson, Cesar Potes, Gretchen Arthur, Suzanne Bernsten, Greg Hammond, Matthew Lemon, Ryan Skiera,* *Eric Snider, Jim Swain, Zachary Macomber**Guests: Sean Quinn* |
| Date: January 21, 2016 | Time: 2:30pm – 4:00pm | Room: TLC 326 |

| **Agenda Item** |  | **Next Steps** |
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| Co-Chair Comments  | We will take recommendations to update the charter to the Academic Senate at the end of the semester. Program Review is a part of CASL but, it is not in the charter. The final decision on CASL memberships comes from the Academic Senate president. We need to have as many members as we can attend these meetings. Should we go back to Friday meetings or reconsider the time? The Curriculum Committee Chair, Ed Thomas, was going to try to be here today. CASL and the CC will work together in the future to keep things consistent. Rafeeq will be the liaison.  | Grace will send out a Doodle Survey to vote on what the best dates/times for this committee to meet are.  |
| Approval of Meeting Notes 12/10/15 (All) | Ed motioned to approve with one change. Karen seconded.All agreed. |  |
| Update January Professional Development Days Round Tables  | Peggy’s table was more informative rather than a working table. There was some discussion on the term master. Peggy clarified that it is for 2 years. Karen’s table was the Program of Study assessment process. 1 associate dean and 8 faculty members attended. There were concerns about the data collection process and the amount of time it will take. Karen is working on a checklist for what happens before, during, and after the data collection process. Karen will do a pilot study to see how Gretchen from Speech Communication is successful. Gretchen said it only takes about 5-10 minutes when using Google Docs.  |  |
| CASL Webpage – brief update  | The parent page will be Assessment. The child page will be CASL. Peggy is looking for people who would like to help with the webpage. We would like to have a solid foundation before the HLC visit.  | E-mail Peggy if you would like to help with the CASL Webpage. |
| Program of Study Learning Outcomes  | **Next Steps – database review, analysis, and report and so forth (Karen Hicks)**Karen went through the A&S division as a practice run. Page 29 of the Student Learning Assessment Plan provides an example of what she will do with the data and how she will disseminate it. Would you find this information useful as a faculty member? Would this help an administrator as well? On page 25 is the Program of Study Learning Outcomes Template. We are asking each program to align their outcomes to the correct ELOs. CASL will not have to do this for them. Eventually down the road it will all be done electronically. These will be reviewed every 3-4 years for continuous improvement. **CASL member sign up for review of Program of Study Outcome Template submissions (Peggy Dutcher)**Peggy passed around a sign-up sheet for the review of Program of Study Outcome Template submissions. All of the Program of Study Learning Outcome templates that were submitted need to have CASL review using the rubric that CASL piloted.  You can find the revised Rubric in the Program of Study Learning Outcome Identification - Working Document" folder. In order for the Center for Data Science to put packets of materials together each of you needs to let Grace know how many templates you think you can review during the next four weeks. The total number we have to do is around 250. We estimate it takes about 10-15 minutes per template. Two CASL members will review the same template. Karen has until the first week of March to get her analysis together. This will go to the Academic Senate. We want to give the senate 3-4 weeks to review it.  | **DEADLINE**: Email Grace the number of templates you can review no later than Wednesday, January 27. Grace will e-mail you your assigned programs to review and submit to SharePoint. The due date is Friday, February 19th.  |
| Student Learning Assessment Plan- CASL review and feedback  | Karen has created a form for faculty input on the Assessment Plan Review. Please go to the CASL SharePoint site and click on the "Student Learning Assessment Plan." If you do not have the time to review the entire plan and the appendices at least review the plan. CASL input is needed before it can go to the Academic Senate for its review and approval. Use the "Assessment Plan Feedback Form" to provide your feedback. Once CASL feedback is received changes will need to be made. | **DEADLINE:** to submit feedback is Friday, January 29th. You can submit the Assessment Plan Feedback Form in the SharePoint folder called "Completed Assessment Plan Feedback Forms" |
| Student Learning Assessment Plan Pilot Study  | Karen spoke at an Academic Senate meeting before winter break to discuss the Student Learning Assessment Plan Pilot Study. The senate asked what the process is going to look like. The pilot studies include volunteers that are going through the assessment study. Speech communication will show us a success case. Programs could go through the Student Learning Assessment Pilot, Program Review, or both. Some will be the outcomes that they submitted to us. This is a rough draft. Fashion, Speech Commination, Community Health Service, and possibly Criminal Justice are volunteers for the Student Learning Assessment Plan Pilot. We may need an example from AA or AS in Transfer Studies in the future.  |  |
| Program Review – CASL review and feedback on the Assessment questions  | Program Review was inherited by the Center for Data Science. The Program Review Spring 2016 Kickoff Meeting is being held on Tuesday, January 26th in the ADM Board room. They will discuss the Program Review timeline, process, documents, and data packets. Karen will specifically talk about the student learning outcomes pilot questions and assessment plan for 15 minutes. We will be guiding them with an action plan. There will be Program Review Exit Meetings at the end of each semester. Page 27 is a rough draft calendar of the Program Review Cycles. We have a list of 14 Program Review questions that have been approved by the Academic Senate on May 15, 2015. These are the questions we’ve had in the past. We will be able to rewrite them in the future. Our goal right now is to look at the questions for assessment purposes. Jeff Janowick suggested we add that the Director of Assessment is available to assist. The wording of the questions seems intimidating and redundant.  |  |
| Adjourn |  | **Next Meeting: Thursday, February 4, 2:30- 4:00, TLC 326.**  |