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

| **Agenda Item** |  | **Next Steps** |
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| Co-Chair Comments  | Dr. Prystowsky sent an e-mail on January 31, 2016 to the co-chairs and Karen thanking CASL for their leadership with respect to the assessment processes at LCC.  | Peggy will send to Grace and Grace will send this to the CASL committee. |
| Approval of Meeting Notes 1/21/16 (All) | Ed moved to approve.Luanne seconded.All agreed.  |  |
| Program Review Assessment Questions Update - Dana | Karen took the Program Review assessment questions back to the Academic Senate. The questions were slipped into Program Review. The senate liked the changes, but they haven’t officially approved them yet. They will go back in the fall for approval. These questions will be piloted in the spring. Paul Jurczak shared his positive experience with the Program Review process at the senate meeting as well.  |  |
| Important Upcoming Dates - Peggy | * Complete Phase 1 of the Program of Study Learning Outcome Template Review – February 19, 2016
* CASL’s final review of the revised Student Learning Assessment Plan before it goes to the Academic Senate for review and approval – March 3, 2016
* Senate will receive the “Plan” to start their review – March 18, 2016
* Senate approval of the “Plan”- April 15, 2016
* All submitted Program of Study Learning Outcomes Templates reviewed – December 8, 2016
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| Program of Study Learning Outcomes Identification Updates - Karen | Please make sure to sign up if you have not already with Karen. We have come up with a Plan “B” for reviewing submitted templates. We prioritized the templates based on when the Program Review came up on the calendar. We have 2016, 2017, and 2018 fully covered. For 2019 we will need about 25 more. There will still be stragglers coming in as well that will need to be accounted for. There are about 108 submitted so far. You may be assigned a Program of Study that may be incomplete or there might not be one at all. This will be a part of your review. We are giving feedback as a part of the continuous improvement process. We are looking at completeness and quality.  |  |
| Large Group Work - Karen | We will use this time to review of two sample Program of Study Outcomes Identification Templates using the revised rubric. The last time we did this was before Christmas. We will review Sign Language, Photographic Imaging, Criminal Justice (Corrections). Remember to use the highest Blooms’ Taxonomy verb. If you are assigned a TC Program of Study please note that TC used in the new outcomes template. We went over where to find your assignments in SharePoint. When you are working on your templates please make a note of anything you think we could add to the glossary or use for professional development. The language needs to be consistent in regards to feedback.  | Karen will remove “decision” on the feedback form and replace it with “strengths and/or weaknesses.”CASL co-chairs/Karen will create a sample with wording so everyone is consistent in their feedback. |
| Individual Work | This time was held to complete 2-3 of your assigned Program of Study Outcomes Identification Templates and submit them by the end of the meeting. We did not have enough time to do this today.  |  |
| Adjourn | Future CASL meetings will be moved to 2:15pm – 3:45pm. Same day/location. We will be holding a CASL drop-in session for CASL members to work on assignments.  | Grace will send invite for CASL drop-in and change meeting times in outlook. **Next Meeting: Thursday, February 18, 2:30- 4:00, TLC 326.**  |