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| **AGENDA & NOTES** |
| *Name of Committee or Team:* Committee for Assessing Student Learning (CASL) |
| *Team Members Present:* Peggy Dutcher, Karen Hicks, Dana Cogswell, Joe Long, Ed Bryant, Rafeeq McGiveron, Barb Clauer, Luanne Bibbee*Team Members Absent:* Cesar Potes, Zachary Macomber, Jim Swain, Matthew Lemon, Suzanne Bernsten, Greg Hammond, Eric Snider, Ryan Skiera, Susan Murphy, Leslie Johnson, Gretchen Arthur*Guests:* Lisa Nienkark |
| Date: February 18, 2016 | Time: 2:15pm – 3:45pm | Room: TLC 326 |

| **Agenda Item** |  | **Next Steps** |
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| Co-Chair Comments  | Peggy will keep the CASL Important Dates on the bottom of the agendas going forward. Peggy highlighted March 3rd which is the last meeting before Spring Break. Karen will bring the assessment plan. This is the last day we can get it submitted.

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| **Task** | **Due Date** |
| Complete Phase 1 of the Program of Study Learning Outcome Template Review | February 19 |
| CASL’s final review of the revised Student Learning Assessment Plan before it goes to the Academic Senate for review and approval. | March 3 |
| Senate will receive the “Plan” to start their review.  | March 18 |
| Senate Approval of the “Plan”  | April 15 |
| All submitted Program of Study Learning Outcome Templates reviewed | December 8, 2016 |

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| Approval of Meeting Notes 2/4/16 (All) |  All approved.  |  |
| Curriculum Committee (CC) Roles and Functions Overview- Rafeeq McGiveron  | The Curriculum Committee (CC) is under the Academic Senate. Rafeeq will be the liaison between CASL and the CC. We want to have a common language that is used in both committees. Rafeeq passed out the Curriculum Proposal Form and New Course Proposal form that the CC uses. Here are some initial suggestions from CASL regarding the forms… * Top of page 1 (both): “Program” changed to “Program Area”
* Bottom of page 1 (both): “Program of Study Outcomes” changed to “Program of Study Learning Outcomes”
* Bottom of page 1 (Course): Change “links” to “aligns”; change “Program of Study Outcomes” to “Program of Study Learning Outcomes”
* Bottom of page 1 (Curric): Change “link” to “alignment”; change “Program of Study Outcomes” to “Program of Study Learning Outcomes”
* Bottom of page 1 (both): For ELOs, list the 4 from <http://www.lcc.edu/provost/documents/EssentialOutcomes_Chart.pdf>. These are knowledge of human cultures and the physical and natural word, intellectual and practice skills, personal and social responsibility, and integrative and applied learning. Karen asked how the LCC Essential Learning Outcomes are different from the Curriculum Proposal. It looks like they are asking two different things. It might work better as one question.

At what point does one have to fill out one of these forms for the CC? When there is a 50% or more change of the course or curriculum. There needs to be a stronger criteria for determining what is considered a 50% change. Karen thinks it should be 50% change in the outcomes. Rafeeq agrees, but doesn’t want to ignore the courses. It may be helpful to know what nests. If a new degree or certificate needs to be nested in a current degree do they fill out one of these forms? Yes. Are these reviewed every few years to make sure they are current? Yes, curricula are reviewed every year. We are unsure of who does this review. It eventually makes it way to Academic Affairs. The program areas that are doing the annual reviews of the curriculum is much decentralized. They are centralized in the divisional office. The curriculum proposal form has a stackable curricula. The Technical Review Team (TRT) is a subcommittee of the CC. The TRT also has experts from various areas around the college. They go over all the details of the Curriculum Proposal Forms and the New Course Proposal Forms. If approved by the TRT it goes to the CC. The CC invites the department/program initiating the proposal to the CC meeting to speak. If approved by the CC it goes to the Academic Senate. If approved by the Academic Senate it goes to the Provost Designee, Eric Snider, for final approval. There are more curriculum and courses going to the Academic Senate Friday, February 19th. If at any point the TRT, CC, Academic Senate, or Provost Designee does not approve then the TRT will work with the department/program initiating the proposal to work out a solution. So far there has only been one course that has not been approved as it was submitted. The Curriculum Proposal Form and the New Course Proposal Form are located here: [O:\AA-Public\AA-CC\Forms](file:///O%3A/AA-Public/AA-CC/Forms). Peggy suggested having a joint meeting with CASL and CC in the future to go over these forms in greater detail. Also, CASL will also want to align their language and terms with Program Review.  | Grace will get CASL electronic copies of the Curriculum Proposal Form and the New Course Proposal Form. These will be added to the CASL SharePoint for further review.  |
| Update on Review of POSLO Template Assignment Update- Karen | In phase 1, we assigned 51 POSLO Templates for review. We assigned them based on when they are up for their Program Review. We have 2016-2017 covered. Once we get through this batch we will only have 30 POSLO templates left to review. We could be done by the end of the calendar year. You may be assigned a POSLO template that has not been submitted. Please still out the form as this indicates that CASL has looked for it. Karen passed out a handout on the analysis that we are doing and what we are reporting out. The Program of Study Learning Outcomes will be broken down by completeness and quality. This will be useful to the curriculum committee in the future. We are looking at Student Assessment Satisfaction. We will pull this information from IDEA Course and Faculty Evaluations. There are about 8 questions on assessment in IDEA that we can use. We will also use Program Review data from the Program Review questionnaire and Program Review action planner. Karen would like to present the results to CASL, the Academic Senate, and then HLC. When it comes to quality our numbers won’t be as strong as completeness. How do we get the feedback from their Program of Study? We will still need to provide assistance even if they aren’t up for Program Review in 3 years. We assumed that they would be student focused. There is no line saying they were student focused, program focused, or a combination. This could go under the completeness section. We will track these long term.  | **Reminder:** POSLO Template Assignment is due on Friday, February 19th to SharePoint.  |
| CASL Webpage Update | You can now search CASL on the LCC webpage. We will discuss this more at our next meeting.  |  |
| Adjourn |  | **Next Meeting: Thursday, March 3rd, 2:15- 3:45, TLC 326.**  |