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| **AGENDA & NOTES** |
| *Name of Committee or Team:* Committee for Assessing Student Learning (CASL) |
| *Team Members Present: Dana Cogswell, Peggy Dutcher, Karen Hicks, Luanne Bibbee, Leslie Johnson, Susan Murphy, Jim Swain, Barb Clauer, Lisa Nienkark,* *Joe Long, Rafeeq McGiveron**Team Members Absent: Gretchen Arthur, Ryan Skiera, Suzanne Bernsten, Ed Bryant, Greg Hammond, Matthew Lemon, Zachary Macomber, Cesar Potes**Guests: Matthew Fall, Dr. Richard Prystowsky*  |
| Date: April 28, 2016 | Time: 2:30pm – 4:00pm | Room: TLC 326 |

| **Agenda Item** |  | **Next Steps** |
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| Co-Chair Comments (Peggy & Leslie) | **AGENDA – Celebrating Our Accomplishments**We will do an assessment of what we have accomplished throughout this year. We will update the charter for CASL. We are going to focus on co-curricular.  |  |
| Approval of Meeting Notes 4/16/16 (All) | All approved.  |  |
| 2016 Annual Higher Learning Commission Conference & HLC Site Visit (Karen) | Karen attended the 2016 Annual Higher Learning Commission Conference on April 15-19, 2016 in Chicago, IL. Assessment was a main topic. The first day was primarily focused on how to get faculty buy in. One school used the Balance Score Card. Most people are in the same stage that we are. The HLC peer reviewers read through all of the CASL notes and could tell we have accomplished a lot in a short amount of time. The meeting with CASL went very well. They asked about course assessment. We let them know that our focus this year was on the program. They asked how CASL is going to be sustained. We showed how it was integrated in Program Review and Academic Senate. During the open meetings for faculty, the first two questions were assessment related. Faculty qualifications were also brought up. The HLC Site Visitors randomly selected 35 syllabi. 22 out of 35 outcomes did not match. The outcomes sections in Concourse is supposed to be locked down. They were concerned about our ability to transfer courses. It is possible that there were additional outcomes added. A committee could be created that is faculty and administrators to create a system that make sure all of our syllabi match. Leslie will make that motion to the Academic Senate. They would have to move quickly. It should be a senate sanctioned team who are willing to work over the summer to generate a system to determine the quality of our syllabi. We will receive feedback from HLC in a month. |  |
| 2016/2017 Focus Project | Write down anything you thought went well, what lessons were learned, or what we have accomplished throughout the year during CASL. Put the post-it’s on the white board. Peggy will take the post-its and type them up.  |  |
| Potluck celebration  | Enjoy!  |  |
| Special Visitor –Dr. Richard Prystowsky (3:30-400) | Dr. P could not be more pleased with CASL. We may have to complete a follow up report for HLC. HLC added a meeting on transferability of our courses because of the syllabi issue. Every section of a course must have the same outcomes, content, and course descriptions. SLOs are the officially approved outcomes. Outcomes are not guidelines or objectives.  |  |
| Adjourn | CASL is a 3 year commitment. Are you still able to commit to that? We will look at days/times for the Fall 2016 semester.**Reminder: CASL Important Dates**

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| **Task** | **Due Date** |
| All submitted Program of Study Learning Outcome Templates reviewed | December 8, 2016 |

 | **Next Meeting: Fall 2016** |