|  |
| --- |
| **AGENDA & NOTES** |
| *Name of Committee or Team:* Committee for Assessing Student Learning (CASL) |
| *Team Members Present:* **Edwin Bryant**; **Cesar Potes;** **Barbara Clauer;** **Ryan Skiera**; **Susan Murphy;** **Rafeeq McGiveron**; **James Swain;** **Luanne Bibbee;** **Matthew Lemon;** **Leslie Johnson**; **Margaret Dutcher; Lisa Ferris-McCann; Matthew Fall; Dana Cosgwell; Dr. Prystowsky, Christine Conner***Guests:*  |
| Date: September 4, 2015 | Time: 11:30am – 1 p.m. | Room: HHS 104 |

| **Agenda Item** | **Discussion** | **Decisions/Findings** | **Next Steps** |
| --- | --- | --- | --- |
| Welcome and Introductions | * Dr. P passed out “The VALUE Breakthrough: Getting the Assessment of Student Learning in College Right by Daniel F. Sullivan” & “Peer Review: Assessing Liberal Education Outcomes Using VALUE Rubrics by AAC&U” for the committee to keep as resources.
* Lisa passed out the Agenda & the CASL Membership roster.
* Quick introductions of the team were made around the table.
* The purpose of this Standing Committee of the Academic Senate is to provide leadership and support to assist faculty and staff in their efforts towards improving student learning outcomes.
	+ Lisa-CASL will assist faculty in linking the pathway between course outcomes, program outcomes, and institutional outcomes. There are a lot of things we will need to define in our meetings. We want to be very clear that we are here to assist and make their jobs easier.
 |  |  |
| Review the Charge to the CASL and Timelines | * Charge was passed this morning, 9/4/15, in the Academic Senate mtg.
	+ Clearly define roles of faculty, staff, and administrators in the outcomes mapping process.
	+ Guide the process of mapping individual Course Outcomes to Program of Study Outcomes to Institutional Outcomes in order to ensure interconnectedness.
	+ Assist in creating a culture of evidence-based decision making.
	+ Create a learning-centered culture that focuses on the results of the teaching-learning process.
	+ Review evidence of outcomes and how those outcomes are measured for all Programs of Study on a 3-4 year staggered cycle.
	+ Review and recommend proposed policies and procedures related to measurement and evaluation of Programs of Study outcomes.
	+ Establish general criteria for new Programs of Study.
	+ Perform annual review of CASL’s progress, retain meeting minutes, and accomplished tasks; maintain appropriate and representative membership.
	+ Provide timely updates to the Academic Senate in support of ongoing accreditation standards as set forth by the Higher Learning Commission.
* Membership
	+ Co-Chairs (1 Administrator and 1 Faculty)
	+ 60-70% faculty (fulltime and part-time)
		- 10-15 Faculty including at least one non-teaching faculty
	+ A minimum of (2) Academic Senators
	+ A member should not miss more than 2 meetings a semester.
* Term
	+ A maximum of 6 years
* Rotation
	+ Stagger every 3 years
* Chartered By
	+ The Academic Senate as directed by the Provost
* The wording of the charge is deliberately broad.
* Added the words “Student Learning” to the title of the committee.
* The new Director of Assessment (when hired) and the Director of Institutional Effectiveness will be a part of this committee as well.
* Matt Fall- Program Review is set to be on a 4 year cycle. The assessment committee needs to have a gatekeeper. We will need to show HLC that we actively review. This will be ongoing after the HLC visit in April as well. Closing gaps, asked assistant/associate deans by Oct. 31st who has course level assessment happening and what is their proof of that. This is step 1 to having a clear example of what is being done. We will want to have a handful examples.
* Program Outcomes Rubric Template
	+ When programs fill out the rubric template it gives us the ability to say what our current state is with document proof.
	+ Peggy- when we give the rubric to associate deans they will possibly pass it off to someone else. We need to think about how it is going to get completed and what other things we need as a companion for the rubric.
		- What kind of things do we need to have in place for training? Short video? Information packet? Support materials for the associate deans so they can work with their faculty on it.
* We will have courses that don’t fit the model but as long as they tie into institutional outcomes we will be okay.
* Dr. P- If you are not familiar with the institutional outcomes they are on page 2. of “The VALUE Breakthrough: Getting the Assessment of Student Learning in College Right by Daniel F. Sullivan”
	+ Knowledge of Human Cultures and the Physical and Natural World
	+ Intellectual & Practical Skills
	+ Personal & Social Responsibility
	+ Integrative & Applied Learning
* We asked associate deans to sit down w/ program of studies. If they don’t have program outcomes they need to work on getting this completed. There are 240 programs. We will have to lean on others at LCC to help us complete this.
* We will create CASL sub-committees due to the amount of work needed to be completed
 | Can we use the “Program Outcomes Rubric”? YES |  |
| Survey Monkey Project  | * What kind of questions do you want answered? What already exists? What do you want to know? We want to find out what is out there so we can assist the best we can. We would like to get the survey out in a couple of weeks. Keep it short & sweet.
* We will compile our questions, send a survey monkey (possibly more than once), & possibly enter people into a drawing who complete the survey to entice them to fill it out.
 |  | Gather your thoughts/ideas for CASL Survey Monkey |
| College-wide definition review and comments |  |  | Lisa/Peggy will send out vocabulary list  |
| Future meeting times and logistics | * Meetings will usually be held on Pay Day Fridays.
* 11:30am may not be the best time for CASL meetings with Academic Senate possibly running late into our meetings.
* We will NOT be meeting on September 18, 2015 due to the OER Summit taking place.
 | Lisa/Peggy will e-mail a few options for meeting times and compile the responses.  | **Next Meeting: Thursday, September 17th, 3pm-4pm, HHS 104** |