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| **AGENDA & NOTES** |
| *Name of Committee or Team:* Committee for Assessing Student Learning (CASL) |
| *Team Members Present:* **Peggy Dutcher; LuAnne Bibbee; Gregory Hammond; Ryan Skiera; Suzanne Bernsten; Edwin Bryant; Eric Snider; Joseph Long; Cesar Potes; Rafeeq McGiveron; Leslie Johnson; Barbara Clauer***Guests:* **Martine Rife; Lisa Nienkark** |
| Date: September 17, 2015 | Time: 3pm – 4:30pm | Room: HHS 104 |

| **Agenda Item** | **Discussion** | **Decisions/Findings** | **Next Steps** |
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| Welcome | * Please print your own copies of the previous notes and bring them to the meetings. We will approve the notes as a group.
* Can we get a copy of the charter? Yes.
 |  | Grace will send out a copy of the charter. |
| Workshop debriefing and feedback  | * DQP Workshop Debriefing & Feedback
	+ 8 hours was too long. Prescriptive directions in a central location on program review would have been helpful.
	+ There was little discussion about learning and applying the materials. Stronger facilitation would have been helpful.
	+ Talked very little about the program. The group was given 5 or 6 questions they had to answer and felt like they needed more substance before they could do the assignment. They didn’t have a clear understanding about what the mission was. They were expected to answer how is “IT” going to be helpful when they really don’t know what to “IT” does.
	+ Thought that the goal of the workshop was to jumpstart the faculty’s thinking about program outcomes. What kind of areas and how deep should the learning be for associate’s degree? How should we think about our learning outcomes in our programs in relation to that? Didn’t think the DQP did that very well.
* Peggy’s Feedback
	+ This is the first workshop Brad Mello has ever done of this size. The purpose of it was to give you additional tools to apply. Pick and choose what worked and what didn’t work.
 |  | E-mail Grace your name & MC for DQP booklet if you don’t have one. |
| Update on Program Identification | * Program of Study Outcome folders: We don’t know who has them.
	+ Program of Study Draft Due October 31st
		- We may re-evaluate the deadline.
* Add examples for HHS Program of Studies to CASL SharePoint so others can view. Peggy is going to put together a Biology example.
	+ If anyone is willing and can put together a completed rubric let Peggy know.
	+ Need 1 rubric for each degree.
* National Society should have outcomes that we can pull and tweak. Check with your professional organization or society.
* FAQ- Why, who, when, and what resources are needed?
* Glossary
	+ Peggy sat next to Martine at the DQP workshop and they realized that a glossary is on both of their to-do lists. We don’t want to duplicate work. We can use the DQP glossary as a starting point. Use existing glossaries as well so we can have a reference to where that definition comes from.
* Is there a campus wide committee list/contact sheet?
 | Not on the academic senate website. There is no information on who is the co-chairs.  |  |
| SharePoint information | * Go into SharePoint folder
	+ What questions come to mind so we can get a FAQ together?
 |  | Adrienne Jenkins will give a SharePoint demonstration at an upcoming meeting |
| Website Update | CASL Website* The old CWAC website needs updated.
	+ It needs the CASL Charter, committee members contact info, locations and meeting times, etc.
 |  | Grace will request access to update website. |
| Needs assessment survey question input |  |  |  |
| Adjourn/ Future Meeting | * Look into getting name tags/name plates for future meetings
* Meeting Dates: What is the best day/time?
* Martine will e-mail changes of “Stepping It” to Outcome Alignment
 |  | **Next Meeting: October 1st, from 2:30pm-4:00pm, TLC 127** |