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| **AGENDA & NOTES** |
| *Name of Committee or Team:* Committee for Assessing Student Learning (CASL) |
| *Team Members Present:* **Edwin Bryant**; **Cesar Potes;** **Barbara Clauer;** **Rafeeq McGiveron; Luanne Bibbee; Leslie Johnson**; **Peggy Dutcher; Dana Cosgwell; Joe Long, Karen Hicks, Suzanne Bernstein***Guests:* **Lisa Nienkark**  |
| Date: October 1, 2015 | Time: 2:30pm – 4:00pm | Room: TLC 127 |

| **Agenda Item** | **Discussion** | **Decisions/Findings** | **Next Steps** |
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| Welcome and Introductions | * Quick introductions of the team were made around the table.
* Review notes from 9/14 meeting.
* Joe Long motioned to approve.
* Rafeeq seconded.
* All agreed.
* Dana thinks Matt Fall is going to be a Resource to CASL instead of Kristen.
* Peggy introduced the new Director of Assessment, Karen Hicks Assessment will deal with both the academic and non-academic side of the college.
 | 9/14 Notes approved. |  |
| SharePoint | * Dana and Peggy gave a demonstration on how CASL members can use SharePoint to edit and share committee documents.
* Adrienne Jenkins will give a SharePoint demonstration at an upcoming meeting.
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| Survey Monkey Project  | * Peggy asked if anyone had questions for the survey?
 | No questions. | This project is currently on hold, but it will still be done.Post questions in SharePoint once the parameters are set. |
| Long-Term | CASL Webpage* The old CWAC website needs updated.
* It needs the CASL Charter, committee members contact info, locations and meeting times, etc.

HLC Assessment Workshop * Peggy and Dana attended an HLC workshop on Assessment. Peggy distributed her notes from the workshop.

SLO Faculty Leader Handbook* Several colleges distribute handbooks. and Leslie discussed the committee create one for LCC faculty. Will send the link to the handbook to committee members.
* Peggy discussed the timeline document and handed out copies will be posted in the SharePoint site to possibly use for the handbook. Conference stressed not to use the term “Close the Loop”. Need to ask HLC what to use instead.
 | Leslie discussed creating a handbook for LCC faculty. | Subcommittee needed to work on updating the site.Review pgs. 7-10 in the Assessment Workshop book to prepare for discussion about it. Email Leslie to be a part of the handbook subcommittee.  |
| Short-Term | * The Programs of Study Outcomes Identification drafts are due on October 30.
* Peggy would like ongoing FAQ and drop-in help sessions staffed by CASL members.
* Peggy believes sample rubrics/templates would be helpful.
* Leslie shared that they are trying to figure out how general education courses will be addressed. “The Essential Learning Outcomes (ELO)” handout was distributed to the group. For now, general education classes are not directly part of a Program of Study will map to the ELO’s.
 | We need to inform faculty about available assistance in completing POS outcome maps.  | We need to find out who has not received them and get reminders out.Offer drop-in help sessions in TLC 326.Cesar and Joe volunteered to share sample rubrics/templates. |
| Work Session |  |  |  |
| Future meeting  | * Meetings will be held on Thursdays (Pay Day weeks) at 2:30pm in TLC 127.
 |  | **Next Meeting: Thursday, October 15, 2:30pm-4:00pm, TLC 127** |