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| **AGENDA & NOTES** |
| *Name of Committee or Team:* Committee for Assessing Student Learning (CASL) |
| *Team Members Present:* **Peggy Dutcher, Joe Long, Dana Cogswell, Karen Hicks, Barbara Clauer, Rafeeq McGiveron, Eric Snider, Ryan Skiera, Cesar Potes, Matt Lemon, Suzanne Bernsten, Edwin Bryant, Luanne Bibbee***Team Members Absent:* **Gretchen Arthur, Gregory Hammond, Leslie Johnson, Zachary Macomber, Susan Murphy, James Swain***Guests:* **Martine Rife, Adrienne Jenkins, Lisa Nienkark** |
| Date: October 15, 2015 | Time: 2:30pm – 4 p.m. | Room: TLC 127 |

| **Agenda Item** |  | **Decisions/Findings** | **Next Steps** |
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| Welcome  | * Round table introductions
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| Approval of Meeting Notes 9/17/1510/1/15 | * Review notes from 9/17 and 10/15/15
	+ Add page numbers to notes
* Ryan Skiera motioned to approve.
* Rafeeq McGiveron seconded.
* All Agreed.
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| SharePoint-Adrienne Jenkins | Adrienne Jenkins presented some useful capabilities of SharePoint.* Easiest way to access SharePoint
	+ My LCC Sign in
	+ SharePoint (top right corner)
	+ Interdivisional (left margin)
	+ LCC-Committee for Assessing Student Learning CASL (left margin)
* “Notebook” can be used for taking meeting notes. It is like OneNote.
* “Documents” is where we keep all our folders. Everyone can view everything in folders at this time. Permissions can be set to the folder level. Grace Howe/Adrienne Jenkins is administrator of this site and can set the permissions.
* When collaborating on a Document make sure to use the “Edit in Word Online” on the top right tool bar. Multiple people can be editing a document at the same time. There is no “Save” button. Click on the link back to the page and it is on Auto Save. Do not use the normal back button.
* Go to the Library Tab and click “Alert Me” if you would like to set up notifications for yourself.
* Over 90 Apps available.
* There is a SharePoint Training in the LCC Learning Management System that you are welcome to view.
* If people want to share their cell/home phones number for committee members only they can do so. This will be added to the CASL Member Contact Sheet.
 |  | E-mail Grace Howe your cell/home number if you would like to provide it for committee member use only. |
| Program of Study Outcomes Identification- Peggy Dutcher & Karen Hicks: Update, Next Steps (Short-term/Long-term) | * At the last meeting we divided into groups and began thinking of questions for the FAQ. In the FAQ folder via SharePoint you will find the FAQ and the completed Surgical Technology example.
* The FAQ document has been sent to the following lists: LCC-SAALT, LCC-Provost-Cabinet-Secretaries, ASD-EHS-PFC. Contact each Associate Deans for list of program chairs.
* Send Grace list-serve for each division if you know it.
* CASL Drop-In Sessions
	+ Karen Hicks will be at most of them.
	+ Doodle Poll: Thinking of adding next Wednesday for a 2 hour block. If you can do a Wednesday, e-mail Grace/Peggy/Leslie ASAP.
	+ Ed Bryant can do Wednesday, October 21st 11am-1pm TLC 326.
* Dana will add additional question to FAQ about certificates.
* What will be done with the outcomes once submitted? This could give us ideas for Professional Development. We can help provide feedback on a rubric that could be developed.

Short-term* Karen has created a new template that will be used when aligning POS with ELO’s. This will be added to SharePoint for you to view and provide input on. Those that don’t upload the template by 10/21 will start with this new template. We will have the majority of the outcomes by 10/31. Karen will then have a better idea of who needs more help and will be able to attend to those people.
* Roll out of aligning ELO’s
	+ We will need to come up with a package to be sent with ELO’s flyer.
	+ Who should it go to? What should be sent? How can CASL assist?

Long-term * Adding extra variables and detailed questions when it comes to student learning. Put together a visual to show how everything ties together. This information will eventually be centrally located and we can have quick access to it. This will be linked to the CASL Charter charges and college-wide responsibilities.
* What questions came to mind when hearing about the Program of Study Outcomes?
	+ When the program learning outcomes are drafted aren’t they drafted with the ELO’s in mind?
	+ How are we going to handle Gen Ed? Gen Ed is part of the program of study.
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| Assessment Webpage | * The Assessment website will be the big picture (parent site) and CASL website will be a smaller component (child site) of the Assessment website.
	+ Title for Assessment page: Student Learning Assessment for Continuous Improvement. This will be a one stop shop that anyone can go to for assessment related things.
	+ This will be a pubic website as of now. We are not sure what it will be when the new web refresh happens.
	+ Karen/Grace will post website outline to SharePoint. If you have any input on these sites please post it in SharePoint.
	+ CASL website components: Mission, Charter, Members, Program of Study Outcome Identification, Feedback/Ideas drop box
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| New Ideas | * Please add any new ideas to the “News Feed” in SharePoint
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| Next Meeting |  |  | **Next Meeting: Thursday, October 29th, 2:30- 4:00, TLC 326**  |