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| **AGENDA & NOTES** |
| *Name of Committee or Team:* Committee for Assessing Student Learning (CASL) |
| *Team Members Present:* ***Joe Long, Ed Bryant, Dana Cogswell, Peggy Dutcher, Karen Hicks, Barb Clauer, Suzanne Bernsten, Leslie Johnson, Cesar Potes, Ryan Skiera, Luanne Bibbee, Eric Snider****Team Members Absent:* ***Gregory Hammond, Gretchen Arthur, James Swain, Matthew Lemon, Rafeeq McGiveron, Susan Murphy****Guests:* ***Matt Fall*** |
| Date: October 29, 2015 | Time: 2:30pm – 4 p.m. | Room: TLC 326 |

| **Agenda Item** |  | **Decisions/Findings** | **Next Steps** |
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| Welcome  | * Matt Lemon will no longer be able to participate on the CASL committee due to other obligations.
* Peggy & Leslie are going to look at the make-up of the CASL committee as of now to make sure we have a good representation that complies with the Charter.
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| Approval of Meeting Notes 10/15/15 | * Reviewed notes from 10/15/15.
* Ed Bryant motioned to approve.
* Dana Cogswell seconded.
* All Agreed.
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| Update on Drop-In Sessions | * Karen, Joe, Ed, Rafeeq, and Peggy have been very involved with the Drop-In Sessions. There were 2 attendees on Wednesday and 2 on Thursday.
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| Overview of Assessment Plan- Karen Hicks | * We are creating an Institutional Assessment Plan that will include course, program, and institutional levels. Karen has created rough draft. The goal is to have the plan done and approved by the Academic Senate by the end of the year. It will cover roles, expectations, goals, and why do we do assessment. It will include a Meta evaluation. Karen is proposing that we do a self-assessment of our evaluation process and that we run a few pilots of the assessment plan before the HLC visit. Other portions of the plan will include how it will be communicated and how we will provide professional development. We will look at milestones and have a calendar.
* Three sub-committees
	+ **Update of the Assessment Website-** Parent site will be Assessment site. Child site will be CASL. We can look through what was on the old CWAC site.
	+ **Development of an Institutional Assessment Plan**- Karen will head this subcommittee. She plans to get this done in the next couple of weeks. Karen will need feedback. Leslie/Ryan will focus on the Faculty Assessment Leader aspect of subcommittee.
	+ **Development of an Assessment Handbook**- Leslie will head this subcommittee. Take to Academic Senate on how they designate the time.
 |  | E-mail Grace what subcommittee you would like to be on. |
| January Professional Days- Leslie Johnson | * January Professional Development Days are January 6th & 7th. On January 6th everyone is in one large group. On January 7th departments/programs are able to work towards a college wide initiative such as GP, HLC, and Assessment. Leslie is going to get that notification out to A&S next week. She will visit HHS next week and she has spoken with TC. Leslie would like to talk with CASL about what the next steps will be after departments/programs are done with their Program Outcomes.
* Leslie will send recommendations to PFC’s by Friday of next week. There is going to be an online form to fill out that includes examples such as finish/revise Program of Study Outcomes and use the rubric to review their own Program of Study Outcomes. We have to ask them to get their Program of Study Outcomes aligned to their ELOs by 12/1. On the form, give examples of possible things that they would need help with. CASL members will need to be cheerleaders for this. Karen and Barb have agreed to do it at small tables.
* We need to figure out a recommendation on what the title, role, approx. time should be for an Assessment Leader. If we would like to have this done by the fall we need something to Academic Senate by March. Leslie will research on how other schools compensate their people and then we can start drawing up a recommendation.
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| Small Group Work | * CASL worked as one large group due to time restrictions.
* Assessment Webpage
	+ **NOTE**: Draft website elements are posted in the CASL SharePoint site.
* Next Steps for Program of Study Outcomes Identification
	+ Review of Submissions
		- Common rubric development
		- Suggestions on what, how and when feedback is provided
		- Process and schedule to review submissions
* Alignment of the Program of Study Outcomes with the Institutional ELOs (Deadline is December 1)
	+ What materials need to be developed
	+ Draft ELO Outcomes alignment template - **NOTE**: Draft template is posted in the CASL SharePoint site.
		- Directions/Training needed? What?
		- Drop-in Sessions?
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| Misc. | * Karen passed out the Review of Learning Outcomes DRAFT Considerations. Some things for us to think about as we are validating this rubric are…
	+ Does it make sense, is it clear, is it easy to use, and is it overwhelming?
	+ Page 2 Criterion- What are we looking for? That there’s good alignment between the ELOs. Are we asking the right questions? Emerging/Underdeveloped.
	+ Page 3 Description of Criterion-Questions you would ask to yourself as you are going through the outcomes.
	+ Page 4 Feedback from the Review.
* What is assessment? Definition is too broad. Clarify between evaluation and assessment. HLC has a definition that we are going by. Different than test or measurement. We can share the HLC definition as part of the packet to try and reduce confusion.
* Alignment of Program of Study Outcomes with the Institutional ELOs (Deadline is 12/1) Send to AD/Dean and CC PFC’s. Provide ELOs and directions on how to take that next step.
* Leslie, Karen, Peggy- FAQ out to AD/DEAN CC PFC’s. How we are approaching the GEN Ed concerns and certificates. This will be sent out beginning of next week.
* What’s being done as Program of Study? The templates are being submitted to SharePoint. We will send to GP. There won’t be another task. Karen is meeting with them weekly to make sure we are not double dipping.
 |  | Grace: Give CASL Write Access to Program of Study Outcome site & upload PDF of Continuous Approach to Program Assessment from Karen. |
| Next Meeting |  |  | **Next Meeting: Thursday, November 12th, 2:30- 4:00, TLC 326** |