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| **AGENDA & NOTES** | | |
| *Name of Committee or Team:* Committee for Assessing Student Learning (CASL) | | |
| *Team Members Present: Peggy Dutcher, Karen Hicks, Leslie Johnson, James Swain, Ed Bryant, Suzanne Bernsten, Susan Murphy, Joe Long, Cesar Potes, Ryan Skiera, Dana Cogswell, Barb Clauer*  *Team Members Absent: Rafeeq McGiveron, Luanne Bibbee, Eric Snider, Gretchen Arthur, Gregory Hammond, Zachary Macomber, Matt Lemon*  *Guests: Lisa Nienkark, Sean Quinn* | | |
| Date: December 10, 2015 | Time: 2:30pm – 4:30pm | Room: TLC 326 |

| **Agenda Item** |  | **Decisions/Findings** | **Next Steps** |
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| Welcome & Co-Chair Comments | * Suzanne, Peggy, & Grace updated the webpage CASL. * There will be 3 round tables on January Professional Day, 1/6.   + Program Alignment to ELOS (Peggy, Sean Q.)   + Assessment Plan (Karen)   + Classroom Assessment Techniques (Susan, Cesar)   + Ed and Joe will help where it is needed. |  | Search for CASL on webpage. Give feedback to Peggy. |
| Approval of Meeting Notes 11/12/15 | * Reviewed notes from 11/12/15. * Ed Bryant motioned to approve. * Jim Swain seconded. * All agreed. |  |  |
| Update on ELO submissions | * Overall 88% of ELOs were submitted   + TC 100%   + HHS 100%   + A&S 71% |  | Peggy will put together a Thank you/next steps e-mail. |
| Small Group Work | Purpose   * Establishing of the Outcomes Rubric. Making sure the rubric is a reliable tool to use when reviewing outcomes. * Develop and share training materials for the January Professional Development Days in the future.   Process   * All CASL members will participate. * Large group training & discussion. * Tryout the rubric in assigned pairs for application of the rubric and rater agreement and provide suggestions for improvement of the rubric and training.   Watch Karen   * Use the rubric to review two Program of Study outcomes templates together as a large group using overhead. Go row by row of the rubric and the feedback form. Discuss how this process mimics the review process & analysis. Cover ground rules (i.e. confidentiality) * Grace to track comments on overhead about DESIGN and USE or rubric.   Do it together   * Pairs activity: Use the rubric to review one Program of Study outcomes template together in pairs. * Stop pairs after 15 minutes to capture feedback on the DESIGN and USE of the rubric. * Large group discussion: Capture the scoring for each pair and compare across pairs. Negotiate any disagreement (2 apart) * Grace to track comments on overhead about DESIGN and USE or rubric.   Do it on your own   * Same pairs activity: Use the rubric to review one Program of Study outcomes template. Each person uses the rubric to complete their individual review. * After 10 minutes, ask pairs to then compare scoring, looking for agreement and using the rubric feedback form to guide and compare notes about the Program of Study outcomes and committee recommendations. Adjacent and Matches = Agreement. 2 or more apart = disagreement. * Stop pairs after 10 minutes to solicit feedback about agreement and feedback using the committee feedback form to Programs of Study. Capture any comments about DESIGN and USE of rubric. |  |  |
| Small Group Reports | * N/A could be left blank instead. * Switch highly developed and emerging/underdeveloped. * Split comprehensiveness into 2 lines. The second line could be assessment type for each course. * Add the word demonstrate under #3 examples of learning outcome verbs. |  |  |
| Next Steps in rubric development and use | * Karen will make changes to the rubric based off of today’s feedback. * Estimate how many you think you would be able to do each week through the end of January. * Set up data collection spreadsheet: pairs, Program of Study (Karen) * Set up folder in SharePoint to submit “Learning Outcomes Rubric Evaluation” (Grace) * Distribute completed Program of Study outcomes templates to pairs (Grace) * Submit completed rubric to SharePoint folder (CASL members) * Analyze data, share progress (Karen) * Report out (Karen, Leslie, Peggy) |  | **E-mail Grace how many you think you can do by the end of January.** |
| Adjourn/ Next Meeting |  |  | **Grace will send meeting invites via Outlook for next semester.**  **Next Meeting: Thursday, January 21, 2:30- 4:00, TLC 326.** |