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| **AGENDA & NOTES** |
| *Name of Committee or Team:* Committee for Assessing Student Learning (CASL)  |
| *Team Members Present: Peggy Dutcher, Kara Christensen, Luanne Bibbee, Karen Hicks, Suzanne Bernsten, Dana Cogswell, Reid Felsing, Joe Long, Ed Bryant, Cesar Potes, Lisa Nienkark, Rafeeq McGiveron, Leslie Johnson**Team Members Absent: Gretchen Arthur, Barbara Clauer, Zachary Macomber, Ryan Skiera**Guests: None*  |
| Date: April 13, 2017 | Time: 2:30pm – 4:00pm | Room: TLC 326 |

| **Agenda Item** |  | **Next Steps** |
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| Approval of the notes on 3/30/17  | Remove Reid from being listed as absent.All approved. |  |
| End of Year CASL Celebration  | Peggy will bring paper products.Sign up for snack foods. |  |
| IDEA - Dana | Dana went over the IDEA Student Ratings of Instruction (SRI) Learning Objectives crosswalk document. This shows the IDEA Item #, SRI Learning Objectives, Categories, and LEAP Essential Learning Outcomes. We would like to have all of the course outcomes filled out so there aren’t inconsistencies between sections. How can we do this? During Program Review we could show programs the crosswalk to help determine objectives. We would need to look at what the programs turned in on their template and see how they aligned it to the ELOs. Then we could make suggestions on how to improve them. If there are multiple faculty the pre-selected OSF needs to come from the program faculty chair to Dana or Grace. Is there an opportunity for General Education sections to start this? General Education will be looking at every course. We can establish a process through that. Dana will edit the IDEA SRI Learning Objectives document and send it to CASL for feedback.  |  |
| Communication Plan – Learning opportunities related to curriculum and assessment  | We had talked about providing additional training for curriculum and assessment. This could be short workshops or longer course trainings. CASL members could be mentors. Karen wants to rewrite the program review question #8 this summer. We didn’t get a great response. Kara and Karen spend a lot of time doing one on one consulting with programs in regards to #8. We need more mentors.  |  |
| Syllabus Team Report - Leslie | The Syllabus Report was approved at the Academic Senate on March 17, 2017. Four things need to be present in syllabi and consistent across multi-section courses: Course Topics, Learning Outcomes, Evaluation Criteria, and Descriptions, Credit Hours, etc. Technical Careers and Health and Human Services will be ready this fall. Arts & Sciences will take another year. Course topics will be locked down. Topics = nouns. This came from the HLC site visit. We had issues with instructors changing the syllabi. The concourse syllabi have to be standardized. Some transfer institutions look at topics. We need to help educate faculty.  |  |
| General Education Assessment Plan Development Continued | We reviewed the LCC General Education Core Requirements document. We adopted the ELOs in May 2015. They are not written as outcomes. They are written as categories. We did not define what an outcome is. We don’t have outcomes to align general education to. The LCC General Education Core Requirements and our ELOs do not connect. What are the actual learning outcomes of a LCC graduate? Karen will do a crosswalk. |  |
| Adjourn | We do not meet over the summer.  |  |