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| **AGENDA & NOTES** |
| *Name of Committee or Team:* Committee for Assessing Student Learning (CASL)  |
| *Team Members Present: Dana Cogswell, Karen Hicks, Peggy Dutcher, Suzanne Bernsten, Joe Long, Cesar Potes, Zachary Macomber, Luanne Bibbee,* *Rafeeq McGiveron, Lisa Nienkark, Ed Bryant, Leslie Johnson**Team Members Absent: Barb Clauer, Gretchen Arthur, Jim Swain**Guests: None* |
| Date: September 1, 2016 | Time: 2:30pm – 4:00pm | Room: TLC 326 |

| **Agenda Item** |  | **Next Steps** |
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| Approval of the notes on 4/28/16 | Add a missing word in the Special Visitor section.All approved.  | Grace will make the change. |
| HLC Site Visit Update | Karen passed out a document of CASL related items pulled from the final HLC Site Visit report. The document is located in the CASL SharePoint [HERE](https://lansingcc.sharepoint.com/sites/Interdivisional/SteeringCommitteeCASL/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FInterdivisional%2FSteeringCommitteeCASL%2FShared%20Documents%2FMeeting%20Notes%2FAcademic%20Year%2016-17) (pages 2-4). Are there any items that are actionable for CASL? HLC asked how we were going to sustain CASL. We are able to work at a reasonable speed this year. How often do we complete a systems portfolio? CASL may have some things to prepare for this.Who is responsible for the common learning outcomes matching? There is a subcommittee in the Academic Senate. CTL has been told that they have to use concourse. This fall was the first time everyone had to use it. The requirement came from the divisions and not from above. This is on the Academic Senate agenda 9/2. The use of the gradebook and the course information section in D2L have been approved by the Academic Senate.  | Review CASL related items form and make notes on actionable items. Karen/Dana will double check the systems portfolio date. |
| 2016/2017 Focus | 1. Academic & Co-Curricular Communication Plan (Lead: Peggy)
	1. CASL reporting at regular intervals (e.g. action register)
	2. Logo (Grace)
	3. Marketing
	4. Website
	5. Awards
	6. Sharing assessment results (e.g. poster presentations)
2. Program Review (Lead: Dana)
	1. Program Review Season: September through March
	2. Annual improvement plans tracking (annual monitoring of progress)
	3. Annual high-level (quadrant) report outs
	4. Associate Dean presentations at annual retreat
	5. “Who’s ready?” Program Review rubric
3. Assessment Training Manual (Lead: Leslie)
	1. Academic focus
4. **General Education** (Karen & Leslie)
	1. Begin outlining a collaborative process for general education assessment
5. **Integrated General Education** (Leads: Leslie & Jeff; design Fall, 2017; test Spring, 2018; launch Fall, 2018)
6. Program of Study Learning Outcomes (Lead: Karen)
	1. Follow-up with Programs of Study: identifying, revising, reporting, etc. program-level learning outcomes (due by Oct. 31 for reporting)
	2. CASL continue review of submitted templates
	3. Semester reports by level: Institution, Division, Program of Study
	4. Use Program Review results for reporting on outcomes (Phase 1: our expectations, now Phase II: student performance response)
7. **Co-Curricular Assessment** (Lead: Karen)
	1. Study design, data collection, data analysis, reporting
	2. In progress: Library, Student Affairs, CDS
	3. Co-curricular assessment training manual
	4. CTE course and/or workshops? Focus: How to and What to do with it
8. Assessment Technology (Leads: Karen)
	1. Using technology for assessment (e.g. D2L assessment functions; vendors for institution-wide assessment technology)
	2. Coordinate vendors for demos with CASL leadership
9. Other
	1. Review CASL charter (CASL)
	2. Academic Senate participation in assessment (Peggy, Leslie, Ed, Zach)
	3. Data visualization (CDS)
	4. Ongoing review/consultation of assessment methods and processes (Karen)

*Note: The items in bold are noted in our LCC Assessment Plan as targeted areas for CASL in 2016-2017.* Can we complete all of the items above? If not, which ones are the most important? Who are our resources for each item above? For example, Karen has been assigned co-curricular. What is it that CASL could help with? Peggy/Leslie will list out the subcommittees they are envisioning. The CASL members need more information and what the expectations are. The list is not prioritized. CASL will work with Marketing on communicating the Assessment Plan and an overall Communication Plan. We will add an Academic Senate update to the CASL agenda as a standing item.  The AA and AS in Transfer Studies do not have outcomes written. We need the Curriculum Committee to say new programs of studies need outcomes.  | The co-chairs and CDS will prioritize and explain some of the 2016/ 2017 focuses in more depth.  |
| Center for Data Science (CDS) Updates | **Assessment Update by Karen Hicks:** Karen took her assessment pilots to the Academic Senate. She tested out the questions with Fashion, Aviation, and Speech. It worked well. She collected the outcome results from the different programs. Data collection strategy and analysis are consistent needs. How do we bring it together, analyze it, and use it? Assessment is not assessment until it is being used. She put a copy of Aviation’s assessment tool in SharePoint [HERE](https://lansingcc.sharepoint.com/sites/Interdivisional/SteeringCommitteeCASL/SitePages/Home.aspx?RootFolder=%2Fsites%2FInterdivisional%2FSteeringCommitteeCASL%2FShared%20Documents%2FTemplates%20and%20Rubrics&FolderCTID=0x0120004C396F4380A11542862A97623EE1CDB8&View=%7B45EDABB2-0E3A-4B29-8A8D-3D6EACF67E06%7DKaren%20). It is called Sample data collection template (aviation). She built the calculations into the spreadsheet. This fall she is working with Fitness and Wellness. The assessment means are customized for what the faculty wants. Karen has been helping compile the data so they can spend more time using it. A Co-Curricular and General Education assessment process is a big priority of CASL this year. Karen has come up with about 70% of a draft for the Co-Curricular. She has also worked with the Library, Center for Data Science, and Student Affairs. Student Affairs is focusing on student appeals. CDS is going over goals, vision, mission, measures, and forming a data collection plan. The library has a master spreadsheet that will be put on the CASL SharePoint. We will do a Program of Study sweep. We have 90% completed. The deadline is 10/31. There is no pushback. We will have a few more templates to review. We will have results by the end of the semester. We will eventually get to a point where we can see how students are preforming against ELOs. Tableau could be used in the future for interactive data visualization. **Program Review Update by Dana Cogswell:** We were doing Program Review on a semester basis. It was very difficult to schedule. We are now doing it on an academic term basis. Dana passed out the Program Review Key Dates Draft – for CASL eyes only. The issue we are having is what happens next? We want to make sure it doesn’t sit on a shelf until the next Program Review in 4 years. We want it to be used for continuous improvement. We are going to propose at the Provost Cabinet Retreat on 9/6 that an Associate Dean fills out a high level short form for each program area describing 1 annual improvement problem, successes, barriers, and next steps. Also, state if they are continuing or closing the plan. These will be saved in the Program Review SharePoint and discussed at a separate Provost Cabinet meeting or retreat. Some Associate Deans have many more program areas than others. It may fall back on other employees to help such as Academic Coordinators. Eventually it will catch up and they will be reviewing all program areas at once. Dana will bring this up to the Provost Cabinet. The exit meetings are going well. We discuss strengths and opportunities. What is the program and why do we have it? The following people attend the exit meetings…Dr. Prystowsky, ProvostMatt Fall, Executive Director of the Center for Data ScienceDana Cogswell, Director of Institutional ResearchKaren Hicks, Director of AssessmentDivisional DeanAssociate DeanRepresentative from Finance (Don Wilske or Lisa Mazure)Representative from Curriculum Committee (Ed Thomas)Representative from Assessment Committee (Peggy Dutcher or Leslie Johnson)We will define what CASL’s role is in Program Review.  | Review the Assessment Plan as a refresher.  |
| CASL meeting day and time | Doodle Survey options:Pay Day Week Thursday 2:30 - 4:00Pay Day Week Friday 12:30 - 2:00Pay Day Week Friday 2:00 - 3:30Pay Day Week Friday 2:30 - 4:00Other:  | Grace will send out a Doodle Survey for CASL Meeting Days & Times. Please complete by 9/9.  |
| Adjourn | Dr. Richard Prystowsky will be attending the next meeting. | **Next Meeting: September 15, 2016** |