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| **AGENDA & NOTES** | | |
| *Name of Committee or Team:* Committee for Assessing Student Learning (CASL) | | |
| *Team Members Present: Peggy Dutcher, Leslie Johnson, Karen Hicks, Luanne Bibbee, Ryan Skiera, Rafeeq McGiveron, Joe long, Ed Bryant, Lisa Nienkark,*  *Zachary Macomber*  *Team Members Absent: Dana Cogswell, Suzanne Bernsten, Cesar Potes, Barb Clauer, Gretchen Arthur*  *Guests: Dr. Richard Prystowsky, Karen Tommasulo* | | |
| Date: September 15, 2016 | Time: 2:30pm – 4:00pm | Room: TLC 326 |

| **Agenda Item** |  | **Next Steps** |
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| Approval of the notes on 9/1/16 | Fix two typos on page 2.  Approved. |  |
| Dr. Richard Prystowsky | All of the areas of the preliminary HLC report were met with no concerns. The three levels are met with no concerns, met with concerns, and not met. Dr. P is very appreciative for all of CASL’s hard work. Alverno College is a good place to look at for assessment training. The training academies aren’t just for community colleges. Keep informed with George Kuh in Indiana. We will look at the training workshops once we get our outcomes written. How do we maximize the student learning experience? How am I doing, how do I know that, and how to I keep making it better? The next 3 years for CASL includes co-curricular, wrapping up the loose ends of the academic components, and aligning general education to our institutional outcomes. Look to AAC&U for guidance on assessment and customize for LCC. | Please read the final HLC report. |
| CASL Tagline – Discussion and Approval | “Show me how this helps teachers teach and students learn” is a tagline that Peggy used at her previous job.  We could use something like this as a CASL tagline. It will go on all of our documents.  Other examples:  Helping teachers teach and students learn.  Telling the story of how teachers teach and students learning.  Assessment: helping teachings teach and students learn.  Discovering what helps teachers teach and students learn.  **Motioned: How does this help teachers teach and students learn?**  **Lisa moved.**  **Ed seconded.**  **All approved.**  All employees at the college are included. Assessment is indirectly included. |  |
| Senate Items | The Program Review Questionnaire Proposed Revisions, Fall, 2016 is a side by side with old and new assessment questions. The yellow highlighted section in #7 is a partial change. #8 is completely reworded. #10 will have all of the bullets from the left moved to the right and CTE will be added. These are being taken to Academic Senate on 9/16 for approval. We will need to maintain them.  #7   * program’s individual courses & programs of study * programs, individual courses, and programs of study * **program area’s individual courses & programs of study**   + Everyone agreed we will use the third bullet.   #7 second bullet   * **What percentage of full-time and part-time faculty are actively engaged in curriculum and assessment work pertaining to the program?** We added full-time.   Knowing this information lets Karen know where the gap is. It comes up in every program review exit meeting.  #8   * **For each program of study, select 1 or 2 of your learning outcomes. How well are students meeting these outcomes?** We flipped the sentence around.   #10   * **What percentage of your faculty have engaged in these professional development activities? Provide some examples of how this education is applied in their program area.** Wechanged “applied in their work” to “applied in their program area.”   Are you aware of professional development opportunities? If so, what ones are you engaged in? We don’t want to put it all back on the program area. |  |
| Communication Plan (Peggy & Karen Tommasulo) | Peggy spoke with the Director of Marketing. She volunteered CASL to be a pilot for a communications plan. Karen Tommasulo, Internal Communications Coordinator, will come to our CASL meetings when she can to help us with it. Karen went over a two page plan. We can adapt it for CASL needs. We will want to outline the objectives, audience, and a message. What do we want to communicate from our Assessment Plan? A sub-group will work on this. We can develop a communication plan for the larger projects as well. The tagline will be included. | Please read the Assessment Plan before the next meeting. |
| Potential CASL Priorities (Karen) |  |  |
| Adjourn | The assessment process and the potential CASL priorities will be moved to the 9/29 meeting. | **Next Meeting: September 29, 2016** |