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| **AGENDA & NOTES** |
| *Name of Committee or Team:* Committee for Assessing Student Learning (CASL)  |
| *Team Members Present: Peggy Dutcher, Karen Hicks, Ryan Skiera, Ed Bryant, Zachary Macomber, Suzanne Bernsten, Luanne Bibbee, Dana Cogswell,**Leslie Johnson**Team Members Absent: Cesar Potes, Barb Clauer, Gretchen Arthur, Rafeeq McGiveron, Joe Long, Lisa Nienkark**Guests: Karen Tommasulo, Ed Thomas* |
| Date: September 29, 2016 | Time: 2:30pm – 4:00pm | Room: TLC 326 |

| **Agenda Item** |  | **Next Steps** |
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| Approval of the notes on 9/15/16 | Karen H. has one correction to notes, not content. Change Joe Kuh to George Kuh. All approved. | Grace will make the correction.  |
| Curriculum Committee- Ed Thomas | Peggy introduced Ed Thomas who is the chair of the Curriculum Committee, CC. Ed has an open/standing invitation to all CASL meetings. The Technical Review Team, TRT, is a subcommittee of the CC. An assessment sign off has been added when a course or curriculum has been changed. CASL and Karen H. will have input on the outcomes. Other course/curriculum approvals include the dean, TRT, CC, Academic Senate, and the provost/designee. There could be a process in place to help get proposals ready prior to being sent to CC. Rafeeq is CASL/CC liaison. CASL wants to work toward common terminology with the CC. The CC meetings are the 1st and 3rd Tuesday of the month from 2:30pm – 4:00pm in ADMN 200. Please let Ed Thomas, Kelly Terrill, and CASL co-chairs know if you plan on attending. Ed invites CASL into all CC processes. Ed suggests looking at core review by using the same process as MTA. The CC would like CASL involvement while in the syllabus cyclical review. We will systematize how a review happens. Cyclical review means we will look at syllabus review campus wide. Will it piggyback on program review?  |  |
| Committee Member Update | Jim Swain from Tech Careers stepped down from CASL. Peggy is getting recommendations from Cathy Wilhm for more members. CASL is trying to get representation from all divisions. |  |
| CASLPotential Priorities 2016-2017 | CASL should decide what priorities are reasonable to complete this year. Some CASL potential priorities are in our Assessment Plan as year two priorities. We will come up with a draft plan so it can be presented next winter. CASL members will need to act as experts at our institution. Collaboration with CC Initiatives will be added in blue to the priority list. Integrated Education is a sister project to General Education. Integrated Education should be an agenda item at each meeting instead of a CASL priority until we know how we are going to assess it. The Assessment Training Manual is progressing. Karen is thinking about doing one for co-curricular areas too. We will be working through rubrics for the Program of Study Learning Outcomes project. A&S and TC have outcomes that need to be submitted. Karen is working with some program areas to discuss student focuses versus program focuses. Karen has spreadsheet that finds various assignments that are still outstanding. The vision of the Assessment Technology project is that faculty have access in real time. We will have to do a RFP and will need CASL representative for vender demos. We have looked at AIS and VIA vendors. The way student learning assessment information being entered into Assessment Technology is still being determined. D2L isn’t efficient when providing feedback for student assessment, but D2L can be looked into for additional capabilities. Instead of getting each measurement into the technology, each course or faculty would have the aggregated for each area and would be entering in that information into the technology. The Charter/Assessment Plan will be packaged together. Luanne suggested an explicit link to operation 100% from the CASL charter.Karen sets up consults with representatives from different program areas. She asks them what they want to assess and know more about. They discuss what data do they need, how do they collect it, etc. Some areas want to go all the way by going back to the mission of the college and goals, objectives, outcomes, etc. Karen showed a sample of the Assessment Plan.  | The co-chairs will draft charter revision and bring to CASL.  |
| Update Co-Curricular Pilots | Co-curricular will be just like Program Review but for the nonacademic areas. We have started developing tools over the summer. We have started to determine what areas need to work through this process. Currently, CDS, \*CTL, student compliance/appeals, diversity and multicultural affairs/grant are going through the process. CTE will start soon. CASL and the Academic Senate will also be going through the process. We will connect to one or more ELO’s and one or more of our strategic focuses. HLC states that there are outcomes for curricular and co-curricular areas. \*CTL is considered an academic program area |  |
| Communication Plan |  Moved to next meeting. |  |
| Adjourn |  | **Next Meeting:** **Thursday, October 13th, 2:30-4:00, TLC 326** |