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| **AGENDA & NOTES** |
| *Name of Committee or Team:* Committee for Assessing Student Learning (CASL)  |
| *Team Members Present: Dana Cogswell, Karen Hicks, Ed Bryant, Peggy Dutcher, Michelle Curtin, Suzanne Bernsten, Joe Long, Lisa Nienkark, Glenys Warner**Team Members Absent: Barb Clauer, Rafeeq McGiveron, Zachary Macomber, Kara Christensen, Dale Franks* |
| Date: February 1, 2018 | Time: 1:30pm – 3:00pm | Room: TLC 326 |

| **Agenda Item** |  | **Next Steps** |
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| Approval of the 1/19/18 notes |  All approved. |  |
| General Education Assessment Plan - Overview of the entire plan | The General Education plan could help with Program Review, G2C, Guided Pathways, accreditations, equity and a number of projects. Make the connections so people know it is more than just doing an individual project. We can show how it fits into the ELOs and the Strategic Plan in the introduction. We will add our glossary and an executive summary. **LCC General Education Assessment Project Plan****CASL’s General Education Activities****Feedback and approval of General Education (GE) plan***Goal: Approval by the end of the semester** Present GE plan to Academic Senate
* Share GE plan with the CC (Discuss with Kari best time for CC review and feedback)
* Share GE plan with Deans, Associate Deans, program leads, GE area faculty work groups
* Provost Cabinet
* ELT
* Online mentors
* Adjunct committee? (Tim?)
* Design an online feedback form
* Announce in STAR

**Develop General Education Information sessions/training & materials** *Lead: Lisa* * Design FAQs
* Design eLearning modules
* Develop PPT presentation of GE plan
* Develop an executive summary of the GE plan
* Visual of alignment (connecting GE assessment to other initiatives)
* CTE training
* Faculty end of semester professional development days concurrent session

**Coordinate General Education area faculty workgroups*** Identify faculty and courses (Dana)
* Identify key contacts for each course (does not have to be course coordinator)
* Establish guidelines/how to for the key contacts

**Develop operationalization plans for General Education plan tasks***Lead: Dale, Barb** Identify areas in the GE plan that require how to
* Document how to
* Route, approval of how to
* We will come back to this one

**Develop General Education website (within CASL website)***Lead: Grace, Nick** Research other College websites for ideas
* Publish: GE plan, tools, training videos, VALUE rubrics, feedback form, glossary, etc.)

**Develop process for review of General Education outcomes***Lead: Lisa** Define a process for regular review of GE course outcomes (same as how we did it for programs of study? Or other?)
* Manage process

**Coordinate CASL/general education mentors – Karen will do this one.****Update assessment glossary – Added to list*** Review all terms (add, delete, edit)
* Route for approval
* Publish on CASL website, Include in CASL plans (i.e., program of study plan, GE plan)
 | Karen will update the General Education Assessment Project Plan in SharePoint. Sign up as a lead or support. |
| Adjourn | **Homework:*** Continue reading the General Education plan in its entirety. Please come to the next CASL meeting with targeted feedback.
* Review the project plan. Include any items that may be missing. Add your name to one or more of the tasks.
* Revise the Introduction (Karen, Ed).

**In our next meeting:*** Discuss the targeted feedback related to the General Education plan.
* Review the project plan. Any items missing? Are all tasks covered? Are all CASL members involved?
* Prioritize the list of tasks and establish timelines for them. From there, Karen will develop a Gantt chart.
 | **Thursday, February 15, 2018, 1:30pm – 3:00pm, TLC 127** |