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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, Michelle Curtin, Lisa Nienkark, Rafeeq McGiveron, Suzanne Bernsten, Ed Bryant, Joe Long**Team Members Absent: Kara Christensen, Dale Franks, Glenys Warner, Zachary Macomber, Barb Clauer* |
| Date: February 15, 2018 | Time: 1:30pm – 3:00pm | Room: TLC 127 |

| **Agenda Item** |  | **Next Steps** |
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| Approval of the 2/1/18 notes | All approved. |  |
| General Education Assessment Plan - Comprehensive Review of the Plan  | Are we going to assign numbers to the diagrams? Yes, at the end. The list of style changes are on the front page. * Check punctuation (e.g., period after bullet points)
* Check capitalization for General Education Assessment Plan. If we decapitalize, it does not stick out. Capitalizing all four words might be too much. We will come back to this.
* Formatting/style adjustments will be completed as the last step in designing this document

Page 3 – The purpose of LCC General Education Assessment – We will come back to this. Ed and Karen will do a final draft. Michelle will add her comments to SharePoint. She has suggestions on clarity and reduction of words. Page 4 – General Education Assessment Calendar – OKPage 5 – General Education, CORE, and MTA Defined – Do we need to list lab/non-lab/non-lab and lab in MTA Category for Science? Dana will delete the combined non-lab and lab line.Page 6-8 – General Education Assessment Roles & Responsibilities * CASL - We will list the roles in chronological order.
* Academic Senate – We may have to edit their roles based off their feedback.
* Faculty - Change “reflective” to “reflect” on the first bullet. Add “using tools” on the third bullet. Should one of the responsibilities be to participate in workgroups, as needed? Make the connection that they are part of the workgroup. The process will not go in a bullet.
* Students – Delete CASL and CC and replace with Academic Senate Standing Committees in the second bullet.
* CDS – Add (i.e. ELOS) at the end of the second bullet.
* Administration –Add sustainability of assessment “plan”in the third bullet.
* General Education Area Workgroup – It lists the core group and not GE in bullet 2.
* Student Support Services – The bullets list who they are instead of their roles. List what is expected of them. Remove one of the “specifics” in the first sentence. One of the bullets could be the connection between liaisons and faculty workgroups. Include CTE and eLearning as well.

Page 9 – LCC’S General Education Outcomes: ELOs – Take the credential off all together. Remove “For general education” and “regardless of chosen program of study”in the second sentence**.** Change practice to practice in ELO 2 on the chart.Page 10 – Continued - The paragraph at the top of page 10 is redundant of the paragraph at the top of page 9. Michelle combined the two ideas and we could use it at the start of page 9. Page 10 – Areas of General Education Assessment – Move the last paragraph above the icons. Page 11 – LCC General Education Assessment Process – Should it say who is doing these things? It does when we break it down in the detail by year. This is just a quick snapshot. Page 12 – Year 1: Plan for General Education Assessment - The links will direct people to the public website. We will not be linking to SharePoint. Some are tools/resources we do not have developed yet. They are just placeholders. LCC has a website and CASL has a webpage. Ask Nick how we should refer to it throughout our document. Page 14 – Collaborative Review of Course Learning Outcomes - The highlighted areas are placeholders. We will say course, program, or divisional curriculum committee instead of just your divisional curriculum committee. The Course Proposal Form is the actual title of the form. We will link it to the O: drive. We will eventually link the Curriculum Committee webpage. Page 15 – Course Mapping Template – Use approved instead of finalized. List out resources. Change the N:\EXEC-Division\Provost\CDS\Assessment\_\General Education Assessment path in the footer. Only CDS has access to this.We can ask Kara to review the document for accessibility.  |  |
| Adjourn |   | **Thursday, March 2, 2018, 12:15pm -1:45pm, TLC 326 (Meeting cancelled)** |