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| **AGENDA & NOTES** |
| *Name of Committee or Team:* Committee for Assessing Student Learning (CASL)  |
| *Team Members Present: Peggy Dutcher, Kara Christensen, Glenys Warner, Barb Clauer, Suzanne Bernsten, Dana Cogswell, Michelle Curtin, Dale Franks, Zachary Macomber, Lisa Nienkark**Team Members Absent: Karen Hicks, Joe Long, Ed Bryant, Rafeeq McGiveron* |
| Date: March 16, 2018 | Time: 12:15pm – 1:45pm  | Room: TLC 326 |

| **Agenda Item** |  | **Next Steps** |
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| Approval of 2/15/18 notes | All approved.  |  |
| General Education Assessment Plan  | Review Project Plan task preliminary plans* Feedback and approval of general education plan
	+ Once the general education plan is formatted, we will present it to the Academic Senate on April 13. It will also go to the Curriculum Committee, Provost Cabinet, and ELT for review. Next year, we may want to have one or two courses go through the process as we are finalizing the materials.
	+ Info videos on CASL and the general education plan - Kara, Michelle, Peggy, Glenys, and Dale will work on this. It could go on our website. We will ask Antuan Bell to review it for us. The group will bring the major concepts to our next meeting.
	+ Announcement in STAR – Video Group (Kara, Michelle, Peggy, Glenys, and Dale)
* Coordinate general education area faculty workgroups
	+ Karen and Dana can work together on identifying key contacts and establishing the guidelines/how to’s.
* Develop operationalization plans for general education plan tasks
	+ Identify the areas in the plan that require how to’s – As a group we can decide if the steps need to be in the plan or if it’s something the mentors need to be aware of. We could put together suggested steps. Dale and Barb will lead this. They will bring something to the April 13 CASL meeting.
* Develop general education website (within CASL website)
	+ Peggy, Grace, Nick, and Suzanne will work on this. We cannot do anything for the web until we get more tools completed.
* Coordinate CASL/general education mentors
	+ Michelle will lead this. What is the expectation of the mentors? Everyone should feel comfortable that as a mentor we will all have our limits and will be at different levels.
* Update Assessment Glossary
	+ Zach, Dale, Peggy and Dana will work on this. Dana has started working on an institutional glossary. She will email it to the group. The glossary will be a part of the plan. They will bring in their recommendations to the next CASL meeting.
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| Adjourn | Karen and Peggy will meet on Tuesday. They will set up a timeline and send it to the group. | **Thursday, March 30, 2018, 12:15pm -1:45pm, TLC 326** |