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| **AGENDA & NOTES** |
| *Name of Committee or Team:* Committee for Assessing Student Learning (CASL)  |
| *Team Members Present: Peggy Dutcher, Lisa Nienkark, Kara Christensen, Barb Clauer, Ed Bryant, Dale Franks, Suzanne Bernsten, Zachary Macomber, Joe Long, Glenys Warner* *Team Members Absent: Karen Hicks, Dana Cogswell, Michelle Curtin, Rafeeq McGiveron* |
| Date: March 30, 2018 | Time: 12:15pm – 1:45pm  | Room: TLC 326 |

| **Agenda Item** |  | **Next Steps** |
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| Approval of 3/16/18 notes | All approved. |  |
| General Education Assessment Plan  | Updates/discussion on the glossary * Add the date in the file name and header.
* Add draft watermark.
* We can use our original glossary from the assessment plan to help with definitions. If a word is defined in the plan, do we define it in the glossary as well? We can ask for input on this. The group will look up different ways glossaries are formatted.

Updates and discussion on the informational video (Michelle, Kara, and Joe)* The video will be a maximum of 5 minutes. We could record a voiceover quickly. If we record someone speaking, we would get media services involved. Could they provide a professional voiceover? Who would be the face of CASL? The notes section are equivalent to a script. We will add the LCC logo to the slides. We could have a copy of the ELOS while presenting or add it to the Contact CASL slide. The two items in red on slide 3 need additional information. Should we define general education?
* Video outline - Contact Kara with any content changes.
	+ Introduce CASL (who, what, when, where and why)
		- Standing Committee of the Academic Senate
	+ Introduce the Gen. Ed. Assessment Plan (High overview)
		- What it is? (Overall goal and purpose)
		- Why its important (HLC/3 year plan)
		- How it will be beneficial to both faculty and students
	+ Gen. Ed. Assessment Plan is staggered over four years
		- Year 1 overview
		- Year 2 overview
		- Year 3 overview
		- Year 4 overview
	+ Contact CASL

Lisa and Michelle will start designing a FAQ. Once we have a pool, we can categorize them.   | Grace will add the PowerPoint to SharePoint.  |
| Adjourn |  | **Thursday, April 13, 2018, 12:15pm -1:45pm, TLC 127** |