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| **AGENDA & NOTES** |
| *Name of Committee or Team:* Committee for Assessing Student Learning (CASL)  |
| *Team Members Present: Peggy Dutcher, Michelle Curtin, Kara Christensen, Suzanne Bernsten, Dale Franks, Barb Clauer, Karen Hicks, Ed Bryant**Team Members Absent: Dana Cogswell, Lisa Nienkark, Zachary Macomber, Glenys Warner, Rafeeq McGiveron, Joe Long* |
| Date: April 13, 2018 | Time: 12:15pm – 1:45pm  | Room: TLC 127 |

| **Agenda Item** |  | **Next Steps** |
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| Approval of 3/30/18 notes | Add a slash between HLC/3 year plan under video outline.All approved.  |  |
| General Education Assessment Plan  | Updated timeline * Summer 2018
	+ Karen and Peggy will modularize and format the plan
* Fall 2018
	+ Final CASL reviews
	+ Prepare our communication materials
* Spring 2019
	+ Process design
	+ Select 1-3 courses to test the materials
	+ Adjustments from testing
	+ Presentations/market the plan
* Fall 2019
	+ Full implementation and kickoff

FAQs – There could be a FAQ for each year. If you think of any questions, send them the Lisa. Glossary – We could have an electronic and hard copy. The words in the plan could be linked to an online glossary. Informational video - Media services does have people that can do voiceover. We can invite them to our next meeting. Academic Senate meets on Friday, April 27. There will be round tables for each standing committee. Each table will have 10 minutes for senators to come to learn about their committee. We will have a list of the CASL members and the charter. If there are senators on CASL available, please work the table. Suzanne will bring iPads to sign up for CASL. They will need support from their supervisor. Places in the General Education Plan that might need “How To’s” included – When is the assessment developed? It makes it sound like we hope they already have something in place. We will have to have a review to see who has an assessment system.  |  |
| Adjourn | CASL End of the Year Celebration & Potluck – Thursday, April 27, 2018 from 12:15pm – 1:45pm in TLC 127. There will not be a sign up sheet. Please bring whatever you want.CASL Membership Academic Year 18-19 – Do you plan to continue being a member of CASL during the Academic Year 18-19?  If yes, does Thursday or Friday work better for meetings? Another option would be to meet once a month and work in small groups in between meetings. Please respond to Grace and Peggy by **Friday, April 20, 2018.**  | **Thursday, April 27, 2018, 12:15pm -1:45pm, TLC 127** |