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| **AGENDA & NOTES** | | |
| *Name of Committee or Team:* Committee for Assessing Student Learning (CASL) | | |
| *Team Members Present: Peggy Dutcher, Dana Cogswell, Reid Felsing, Michelle Curtin, Dale Franks, Lisa Nienkark, Rafeeq McGiveron, Suzanne Bernsten, Kara Christensen, Ed Bryant, Zachary Macomber, Karen Hicks, Joe Long*  *Team Members Absent: Luanne Bibbee, Barbara Clauer* | | |
| Date: September 1, 2017 | Time: 12:00 pm – 1:30 pm | Room: TLC 326 |

| **Agenda Item** |  | **Next Steps** |
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| Approval of the notes on 4/27/17 | Grace will add the eLearning resource link to the Curriculum Development section.  All approved. |  |
| Welcome & Introductions | Welcome Dale Franks from Collision Repair/Tech Careers and Michelle Curtin from Nursing/Health and Human Services! They are now approved CASL members. |  |
| Updates | **Program Review (Dana) -** Tracy Labadie is the new Assistant Dean of Academic Affairs. Center for Data Science is working with Tracy to transition the administrative work of Program Review to Academic Affairs. We are now putting the data together in Tableau. We have revamped the Program Review Kickoff. We will need help from CASL with the Program Review mentor/buddy system, Program Review Data Definitions and Guide narrative, and the IDEA Course and Faculty Evaluations results. We will discuss this further another time.  **Co-curricular Assessment (Karen)**  Karen passed out the LCC System of Assessment chart. The co-curricular is displayed in the last column titled Project/Initiative/Intervention. CASL has access to the LCC-Assessment SharePoint located here: <https://lansingcc.sharepoint.com/sites/Interdivisional/LCC-Assessment-Studies/SitePages/Home.aspx> where you will find assessment examples. Karen has worked with Regina Gong on the OER Assessment. They are using the COUP framework. This stands for Cost, Outcomes, Use, and Perceptions. The first year we had less than 1% of LCC faculty using OER in their classrooms. Last year was we had 10%. This year’s goal is to reach 50%. They will have the first publication for the OER study by spring. Karen has worked with eLearning on the Learning Online at LCC Training Assessment Plan. She has also worked on the Equity Project which is a robust study based on qualitative analysis. She is looking for faculty feedback on what equity means. What does this look like in the classroom? Does this lead to student learning outcomes? If you have an interest in any one of these studies please e-mail Karen.  **Student Engagement Report and the Grade Book Policy (Peggy)** - CASL will look at the Grade Book Policy that goes to the Success Coaches. What aspects could CASL be involved in? Pull resources together. The Student Engagement Report will be changed as time goes on. Peggy will be talking with the Provost Cabinet about what to do when questions come up. Who is the contact person? We cannot lose focus on timely and meaningful feedback. | Grace will send CASL members an optional meeting invite to the Kickoff that is on Friday, September 15, from 2pm- 4pm in the Administration Board Room. |
| Tentative Goals/Activities for 2017/2017 | **Outcomes and Topics (Peggy) –** Topics will go on the master syllabus. The main deadline is Fall 2018 while it also depends on your division. There will be an expedited review for current courses adding topics. Kara had the 1 page topics document that we can edit and have approved for consistency.  **Subcommittee Work (Peggy)**   * CASL Webpage – Let Grace know if you want to help. * Communication Plan – Continue this from last year. * Education and Training – Provide training and/or develop materials. |  |
| General Education Assessment Plan | The Lansing Community College General Education Assessment Proposal is located in today’s meeting folder on SharePoint. Karen collected ideas from CASL and created this proposal over the summer. We will be focusing on getting this document approved by the Academic Senate this year. We will follow a similar process as Program Review. How do we make this sustainable, useful, and feasible? Karen also came up with a General Education calendar. She used the same categories as CORE but called them General Education areas. It is possible that a course is assessed through General Education and Program Review. General Education assessment mostly consists of transfer studies students from Arts & Sciences. We adopted the Essential Learning Outcomes in May 2015, which serve as our student learning outcome anchors. Students will have 1 or more ELOs when the exit LCC.  Karen walked through the General Education Assessment Plan. This will go into effect Fall 2018. She highlighted where she needs CASL/CDS help. Page 11 illustrates detailed tables that show what we are expecting to happen each semester. Page 25 is a placeholder for tools such as the assessment calendar. There will be 100 courses. How can we present this so it is not overwhelming? Modularize on the website. Page 26 is for us to give a high-level estimate on how many students it effects. The last 2 pages is where we can capture all of our thoughts on a rolling list.  For more information on CORE & MTA: <https://www.lcc.edu/catalog/degree_certificateprograms/> | Please review the General Education Assessment Plan before our next meeting. |
| Adjourn |  | **Friday, September 15, 2017** |