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| **AGENDA & NOTES** |
| *Name of Committee or Team:* Committee for Assessing Student Learning (CASL)  |
| *Team Members Present: Peggy Dutcher, Karen Hicks, Kara Christensen, Michelle Curtin, Suzanne Bernsten, Barb Clauer, Reid Felsing, Dale Franks, Ed Bryant, Lisa Nienkark, Joe Long**Team Members Absent: Dana Cogswell, Rafeeq McGiveron, Zachary Macomber, Glenys Warner* |
| Date: November 10, 2017  | Time: 12:00 pm – 1:30 pm | Room: TLC 127 |

| **Agenda Item** |  | **Next Steps** |
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| Approval of the notes on 10/27/17 | All approved.Membership update: Glenys Warner is from Community Education and Workforce Development. She will be taking Luanne Bibbee’s place. We are looking to add another person from CEWD. We would like at least 2 members from each division.  |  |
| Outcomes Training update- Peggy | We will send out a reminder for the special CASL meeting on 11/30 from 2:00pm – 4:00pm in ADM 200. Our guests are coming from Glen Oaks Community College and will be sharing with us the training and materials they have developed and implemented on writing SMART Outcomes. They presented at the HLC 2017 conference and had an excellent interactive presentation on writing SMART Outcomes. Below are the names of the presenters who will be coming.* Sarah Simmons, Chemistry faculty
* Tonya Howden, Dean of Students
* Tammy Russell, Director of Institutional Research

We would like to have a CTE workshop on effective learning outcomes. Workshop proposal submissions for Spring 2018 are due by Friday, November 17. All proposals submitted after the deadline will be saved for the next possible workshop calendar.  |  |
| General Education Assessment Plan - Year 1 & Year 2 – Tie up loose ends  | * LCC’s General Education Assessment Resources: Year 2 Tools, Page 25
	+ Version 1 – General Education Course Mapping Template
		- Are we calling them course learning outcomes or student learning outcomes? Be consistent with the Curriculum Committee and our glossary. Concourse refers to SLOS. Karen uses student-learning outcomes generically and then distinguishes them by level. This form mirrors the original maps. A column was added for the 2-year mastery level. Change the word share to upload. Add the competency to the ELO.
	+ Version 2 – General Education Student Results Template
		- The map and results are on a 1-page form. Page 17 says CASL will review the assessment methods but then there are no assessment methods on the form. Karen will remove this from page 17. Do we need to mention or link the rubric in the steps? There will be a different form for the alignment.
	+ What is the implication if you change your outcomes? Are we going to do a review process of these templates or are we giving them the tools to do it? We will be available for feedback. We do not know how up to date the outcomes are. If the outcomes need to be revised, they will not move forward until they are approved. Move this tool up to Year 1 to force the conversation and get the outcomes as clean as possible.
	+ Could the Curriculum Committee have separate meetings to review the outcome changes? Peggy will check with Kari. There will be a deadline for turnaround. When do we need to let the program areas know that they will be doing this? Do not forget about the 32-day form. Encourage them to put together committees early. This is over 5 years. Reviewing outcomes will be CASL homework.
* What is Next? Year 3 – Design learning interventions (Reid)
	+ Page 20 – Overview of Year 3 General Education Assessment Activities Table
		- What is the general education area workgroup? When would the assembly of the workgroup happen? Who will be involved? How many people will be involved? This should be addressed in the very beginning of the year.
		- Under fall semester, CDS disseminates general education assessment result reports as appropriate. What does this mean? Should CDS send the reports to the course coordinators? What is the process of the workgroup? How much time will it take? Put this group together in Year 1. Revisit the composition of your work team. It does not state in Year 1 that a workgroup was assembled.
		- Where are the reports published and how do we share them? These are the results after they have collected and compiled all the data. Where do we put the general education action planner? They could be stored in one spot with campus wide view access and linked to the CASL website.
		- Reid suggests following the process: CDS meets with general education area faculty leader (i.e. Program Chair) to discuss assessment results. Program chair holds faculty meeting for the collaborative discussion with general education area faculty. Program Chair records ideas for corrective action presented by faculty at the meeting, sharing it in general education Action Planner.
* 12/8 meeting: Year 4 & 5, Kara (Lead), Joe, Lisa
	+ Everyone look at the tools for Year 3. This will be our last meeting of the semester. Next semester, we will do a comprehensive review of general education assessment (Introduction; tools; yearly & comprehensive review). Rafeeq, Ed, and Dale will lead this.
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| Adjourn | CASL will be from 12:15pm - 1:45pm starting on 12/8.  | **Friday, December 8, 2017, TLC 326** |