Committee for Assessing Student Learning (CASL) - Minutes

Meeting Held Friday, December 1, 2023, from 9:00 – 10:30am – via Webex

Approved 1/12/24

Team Members:

Present:

Amanda Estacio, Brenda Brown, Dana Cogswell, Timothy Deines, Melinda Hernandez, Karen Hicks, Heidi Jordan, Mark Kelland, Rafeeq McGiveron, Rob McLoone, Jesse Mills, Homa Ghaussi Mujtaba, Tracy Nothnagel, Chuck Page, Danielle Savory, and Kara Wiedman.

Absent:

Zack Macomber

Guest:

Cheryl Garayta and Lisa Nienkark

<mark>Action Items:</mark>

- Heidi, Tim, Mark and Karen to meet and discuss ways to move forward with cocurricular subject matter and preparing for leadership of proposed cocurricular groups to attend a CASL meeting in the near future.
- Group reminded that they can still join the college-wide AI discussions if interested.

Approval of 12/01/23 Agenda

- Call for approval of agenda.
  - Correction of meeting time, changed to 9am – 10:30am via Webex.
- Hearing no objections, the agenda stands approved with time change.

Approval of 11/17/23 Minutes

- Call for correction/approval of minutes.
- Hearing no objections, the minutes stand approved.

Welcome Jesse Mills to CASL

- Jesse will be representing Student Affairs.

HLC Quality Initiative Report has been reviewed – Mark Kelland

- Have received document and it is on our CASL SharePoint if you want to review it.
  - [Quality Initiative review document link](#)
  - It is also on the [HLC Reaccreditation Webpage](#), [under the Prior Reviews section](#)
- As hoped it received a favorable review and the Cocurricular work we are about to do will enhance it.

Definition of Cocurricular

– [from Cocurricular Student Learning Assessment Handbook](#), on CASL website.

"**Cocurricular Definition and Inclusion Criteria**

LCC defines cocurricular as *Cocurricular refers to activities and events that enhance and complement the educational experience at LCC, relate to the essential learning outcomes, and connect students to the college and community.* "

Identifying Cocurricular programs
- Also from the Cocurricular Student Learning Assessment Handbook

  "Inclusion criteria to meet the cocurricular definition include the following:

    ✓ *Must be aligned to one or more institutional-level learning outcomes, Essential Learning Outcomes (ELOs)*
    ✓ *May be on or off campus*
    ✓ *Learning experience is not mandatory to student*
    ✓ *May not be explicitly tied to a program of study or course*
    ✓ *Augments the college learning experience*
    ✓ *Is capable of eliciting and providing direct evidence of student learning* "

- Questions arise quickly such as, "Is Starscapes considered curricular or cocurricular?"

Begin work session/discussion

Links to referenced documents on CASL websites, Cocurricular Student Learning Assessment Handbook and Cocurricular Assessment Design and Planning.

Link to working document on CASL SharePoint site, CASL Cocurricular Student Learning Assessment Review Fall 2023.

Criteria item changes
- Reword From: "Learning experience is not mandatory to student"
  - To: "The cocurricular experience is not mandatory to student"
- Remove: "May be on or off campus" from the list

Discussion of details that make a cocurricular activity
- Services verses learning, must be intentional learning.
  - Example ODI services of an informational or social gathering is different than an intentional learning being facilitated in that session.
    – Example a facilitated financial workshop could have an intentional learning end
    – Many items will not be included in assessment, they will be evaluated at some point but not assessed
  - CASL is only interested in assessing the learning portion of activities withing programs that have been defined as cocurricular. Not all of the activities a program offers will meet that criterion but will assess the ones that do.
- Extracurricular activities will still exist, an activity does not have to be cocurricular.
- Who is accountable for the assessment?
  - We tell HLC what our programs are and how we assess them.
  - We hand them our process with examples.
    – If we are still wrangling with how this irons out that is okay
- Intent of this work is to show HLC we are progressing from the original quality initiative statement.
- Important to remember some activities are not attached to a course.

- - Non course based cocurricular work also needs to be assessed
  - D2L can be the assessment home for that as well
- When any cocurricular points to an ELO there is a global aspect to it.
  - The information is shared among all participants, for example One Book

Reviewing existing cocurricular list in the handbook

- Keep the following from the original list
  - ODI Student Programming (ACCESS, MAP)
  - Leadership academy
  - Cardio exercise and student success
  - Library
- Who might be added?
  - Writing center
  - Starscapes
    - Committee run, Jeff Janowick, Danielle Savory, Joe Esquibel, Melinda Wilson, Melissa Kaplan, and Suzanne Bernsten
  - Beyond the Book – One Book Committee
    - Has a committee running it as well, not sure if under ODI or transitioning elsewhere
  - Athletics

Next Steps

- Bring leadership from those areas identified above into CASL conversations so all on same page in terms of scope and timelines.
  - Great idea because this needs to be a college-wide initiative that's tied to accreditation so should involve CASL leadership
- How do we onboard them?
  - In the past following steps:
    - Program planning
    - Define a Learning Pillar
    - Work on how to make that learning pillar happen
      - Initial cocurricular group, from review report, was part of decision making with a CASL subcommittee, that might be a good way to continue with new people
- What groundwork is needed before inviting people into the conversation?
  - Want to have some assessment data by August, there is some urgency.
  - Would like to see some of cocurricular leadership participate in a January CASL meeting

Subcommittee or all of CASL meet with leadership

- How do we prepare to meet with cocurricular leadership?
- Deadlines:
  - Data is needed to be collected by end of semester
    - New cocurricular as well as previously identified cocurricular data is needed
  - Assurance argument needs to be completed in May
  - Final compiled documentation submitted to HLC in August
- Would like cocurricular people to meet with all of CASL before a subcommittee is formed.
- Heidi proposes, she, Tim, Karen, and Mark meet to discuss goals before cocurricular folks are met.
- This is significant, so onboarding cocurricular leadership into the whole CASL group makes sense.

- o   This is something that should ideally have happened before now (4-6 years ago).
- o   LCC is good because we are doing this but it has to happen now

Website Committee updates – standing item
No updates this meeting.

AI and Assessment – standing item
- First college-wide AI meeting a few weeks ago, keep it in mind if you still want to join.

Future Agenda Items
- Continue cocurricular work.

Meeting Adjourned at 10:30am with no objections
- Next Meeting Friday, January 12, from 12:30pm to 2:00pm, via Webex.

Respectfully submitted by Terri Christian