



## **Committee for Assessing Student Learning (CASL) - Minutes**

Meeting Held Friday, January 26, 2024, from 12:30 – 2pm – via Webex

**- Approved 2/9/24 -**

### **Team Members:**

#### **Present:**

Brenda Brown, Dana Cogswell, Amanda Estacio, Melinda Hernandez, Karen Hicks, Heidi Jordan, Mark Kelland, Zack Macomber, Rob McLoone, Homa Ghaussi Mujtaba, Tracy Nothnagel, Chuck Page, Danielle Savory, and Kara Wiedman.

#### **Absent:**

Timothy Deines, Rafeeq McGiveron, and Jesse Mills.

#### **Guest:**

Cheryl Garayta and Lisa Nienkark

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### **Action Items:**

- Please review the Website Committee's google doc by the next CASL meeting on 2/9/24.
  - [Link here](#), emailed to CASL members, and posted on the [CASL SharePoint site](#).

### **Approval of 01/26/24 Agenda**

- Call for approval of agenda.
- Hearing no objections, the agenda stands approved with no changes.

### **Approval of 01/12/24 Minutes**

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

### **Welcome to ODI guest, Lisa Nienkark and cocurricular assessment discussion**

- Reminder overarching goal is to have some assessment data from our cocurricular programs for our HLC assurance argument.
- As discussed in previous meetings we are onboarding two new cocurricular groups this year: Athletics and the Office of Diversity and Inclusion (ODI).
- Lisa Nienkark, our honorary Cocurricular Assessment Coordinator, has been working with these programs and is visiting today to share some of the assessment work being done.

### **ODI assessment work**

- Lisa has been working on building the cocurricular assessment structure for ODI for about a year, since last February.
- There has been a lot of employee turn over there so the going has been slow.
- However, Karen, Lisa, and eLearning's Kara Wiedman and Carrie Miller have been developing an Assessment Design workshop for all ODI staff.
  - One tool created for this workshop is a dynamic form that will help participants identify the Essential Learning Outcomes (ELOs) and align assessments to them

- Hope is that D2L can become a place for cocurricular infrastructure to reside.
  - Right now, there is no central spot for the “source of truth” information to be stored
  - Could be used to track student information such as who is registering, what services are they using and when did they use those services
  - Working in tandem with setting up assessment methods being used
- A universal registration form for ODI has been created, that combined several other existing separate program applications, which has helped streamline the student tracking process.
- New ODI director, Dr. Dale Dan, understands the importance of capturing this data to help those outside of the programs understand their value.
  - She has helped develop the assessment design workshop
- In the future ODI expects to assign someone as a CASL representative.

### Thank you to Lisa and Karen for their work!

There has been a lot of initial infrastructure building which is a lot of work!

### Beyond a Book program status (Mark)

- Mark was able to meet with Dr. Dan regarding this.
- At this time the program has some decisions that still need to be made about it so will not be a target for cocurricular assessment at this time.
- We will continue with the programs we have data for the HLC report.
  - Bringing in Athletics and ODI as identified last semester should leave us in good shape for the HLC assurance report

### Website Committee updates – standing item

Danielle and Kara updated the group.

### General updates

- The website will be created using WordPress.
  - Amanda Estacio from the CTE gave an overview and tutorial.
  - Plan is to use assessment.openlcc.net.
- The CASL website team has a single username and password to access the WordPress site.
- We created a distribution email list that includes the CASL website team. The email is: “LCC-CASL-WordPress-Monitors@star.lcc.edu.”
- Our goal is to have the website live with some content by Spring Break.
  - Getting Started with Assessment
  - Using D2L for Assessment
  - Getting Help with Assessment

### Questions for CASL

- Would this be useful to have active for the upcoming HLC visit?
  - Per Mark, yes! Shows an active CASL group which fulfills Criteria 4B with “continuous quality improvement.”
- Is there anything the website group needs to keep in mind in terms of HLC requirements?
  - Continue to have the Spring Break start up goal would be great.

### Action requested from CASL

- Please review the google doc by the next CASL meeting on 2/9/24.

- [Link here](#), emailed to CASL members, and posted on the [CASL SharePoint site](#).

### Thank you

- Special thank you to Chuck.
  - He is working behind the scenes to get it the assessment website as a searchable item for people using the main LCC landing page search box to find.
    - This is an issue due to the site being an openlcc.net site.
- Also want to thank the whole website team for moving this forward!

### AI and Assessment – standing item

- Mel shared some interesting resources and the way she'd been thinking about AI in relation to writing assessments during the last meeting. Those links are on the [CASL SharePoint site](#).
- Floor opened to group for other comments at this time.
  - No other comments will move to next agenda item.

### Future Agenda Items

#### Floor open for ideas on how CASL should proceed into this semester and next year

- Mark
  - Continue cocurricular assessment work
  - Continue work with Curriculum Committee – the CASL + CC Workgroup
    - This workgroup has been meeting and coming up with some key assessment changes that will also affect course design
    - Still in development at this time but will want CASL to be a part of getting assessment information to faculty
    - Suggestion from CASL to add course designer representation to this workgroup as well.
    - When this begins to roll out may even look at adding student positions to help work with faculty to set up their courses using the new system.
    - Question: Is this tied to D2L functions and to what extent? What is intent of this workgroup?
      - Still in working phase, using D2L as a tool since already a base
      - The workgroup was originally created several years ago to act as a liaison between the two groups to prevent duplication of work.
        - It has evolved and its charter has grown to include items such as data collection, course proposal forms, learning outcomes and evaluation methods
        - The proposed course mapping is a way to get the evaluation methods and learning outcomes to talk with each other
      - Faculty will not need to change their outcomes or methods, the intent of this mapping is not to impede other course design
      - There are a lot of ways to use D2L to align outcomes to specific rubrics or quiz questions.
    - D2L training will be worked into any roll out of the workgroup's ideas
- Danielle
  - Continue developing assessment website content

- Want to have a space with valuable information usable by newbies as well as existing faculty
- Would like to see CASL more active in PA days
  - More workshops and presentations to make assessment accessible to faculty
- Heidi
  - Revisit ELOs
    - Original ones created based on the Association of American Colleges and Universities (AAC&U) guidelines, it would be nice to have an LCC spin on them.
      - Perhaps even add some such as health wellness and fitness
  - Have CASL members go through a course mapping process.
    - To become a more knowledgeable source for assessment to peers
- Good to have these conversations start now so we are ready to act in the coming fall.

**Meeting Adjourned at 1:22PM with no objections**

- Next Meeting Friday, February 9, from 12:30pm to 2:00pm, via Webex.

*Respectfully submitted by Terri Christian*

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