



MINUTES

Approved 9/20/24

Name of Committee or Team: Committee for Assessing Student Learning (CASL)

Support Documents Link: [CASL website](#); [HLC Assurance Argument](#); [CASL SharePoint](#)

Recording link: N/A

- **Committee Members Present via WebEx:** Anna Mitterling, Charles Page, Dana LaMacchia, Danielle Savory, Heidi Jordan, Homa Ghaussi Mujtaba, Jesse Mills, Kara Wiedman, Melinda Hernandez, Olga Correa, Rafeeq McGiveron, Rick Caprario, Rob McLoone, and Zachary Macomber.
- **Resource/Ex-officio Members Present via WebEx:** Dana Cogswell, Karen Hicks, Tracy Nothnagel
- **Guest(s):** Monica Wallace, Nicole Reinhart-Huberty, and Zack Dilber
- **Scribe:** Terri Christian

Date: 9/6/24

Time: 12:30 – 2pm

Room: Via Webex

Agenda Item	Tentative Time	Discussion	Next Steps
Approval of the 9/6/24 Agenda		Approved without objection.	Website posting
Approval of the 5/3/24 Minutes. CASL SharePoint		Approved without objection.	Website posting
Welcome new CASL Members		Heidi asked CASL newest members to introduce themselves. <ul style="list-style-type: none"> • Olga Correa, Director of Cesar Chavez Multicultural Center, Office of Empowerment. • Dana LaMacchia, Nursing Faculty, HHS. • Anna Mitterling, Biology Faculty, AS. Roundtable introductions of all participants were made.	N/A
Welcome new eLearning team member		Heidi and Kara: <ul style="list-style-type: none"> • Monica Wallace. <ul style="list-style-type: none"> ○ New instructional designer with eLearning ○ Here to learn about what CASL does • Addition of other guests at CASL meeting. 	N/A

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		<ul style="list-style-type: none"> ○ Nicole Reinhart-Huberty, Program Improvement Manager with Technical Careers <ul style="list-style-type: none"> ▪ Interested in understanding assessment for use in Program Review ▪ Works on west campus. ○ Zack Dilber, Project Coordinator of Technical Careers <ul style="list-style-type: none"> ▪ Interested in how assessments can be applied for prior learning. 	
AI and Assessment – standing agenda item		<p>Heidi: Question: Do we keep this as a standing agenda item?</p> <ul style="list-style-type: none"> ● Other college areas are discussing this, does CASL need to keep it as a standing item? ● College-Wide workgroup established last year by Academic Senate, Bill Garlick was leading it. <ul style="list-style-type: none"> ○ Initial charge was wrapped up and made recommendations however group wants to continue to meet ○ Important because it gathers people from all different areas of college ○ Tracy recommends keeping this for a bit and she will reach out to Bill regarding his goals for the college-wide group <p>Discussion:</p> <ul style="list-style-type: none"> ● AI issues did occur in the classroom during the summer - Students were citing materials that didn't exist. ● During a summer conference, students noted that they didn't realize the AI was making up sources. ● Wondering if it would be a task of the Office of Empowerment (OE), to teach students the best way to use AI? <ul style="list-style-type: none"> ○ They are going to use it so how do we support them in using it while getting content out of course ○ Some of the issues are discipline specific as well ● Student trust issues were reason given for no standards adopted by LCC regarding AI. 	<p>Keep as standing agenda item for time being.</p> <p>Tracy to reach out to Bill to see what the Senate College-Wide group is doing and invite him to next meeting.</p>

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		<ul style="list-style-type: none"> ○ Wondering if CASL should draft something in regards to how AI use would be assessed ○ This is different than APA or MLA writing standards, each discipline would guide those ○ As a college we need to get a unified stance ● Important to note main issue/concern seems to be plagiarism not AI use ● Not fair to expect instructors to spend extra time monitoring students for AI use or teaching them that tool ● Feels like loss of creative and critical thinking as students use AI for short cuts without the connections of the learning 	
Course mapping – standing agenda item		<p>Karen: Course mapping is the process of linking student learning outcomes with assessment and grade book items. Then the results become based on learning outcomes and not test outcomes.</p> <p>Process:</p> <ul style="list-style-type: none"> ● Renew/review existing course outcomes ● Review existing assessment tools ● In D2L link outcomes to assessment tools <p>Current Activities:</p> <ul style="list-style-type: none"> ● PSYC180 did a live design session. <ul style="list-style-type: none"> ○ Included President and Provost ● Working with EMT Certificate of completion program. <ul style="list-style-type: none"> ○ Going to do live over Webex ○ Walk faculty and administrators through using tools and processes <p>Future goal:</p> <ul style="list-style-type: none"> ● Build a library of materials so instructors could do this project on their own. <ul style="list-style-type: none"> ○ At moment will need to contact Karen Hicks to walk through ○ All CASL members asked to experience course mapping 	CASL members asked to go through the course mapping process with at least one of their courses. They can email Karen Hicks with questions or arrange a time to meet and work on this.
CASL Website Committee update – standing agenda item		Kara for Subcommittee: Website is live: Assessment at LCC	CASL members asked to visit website and make

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		<p>Kara shared her screen and walked through existing site. Emphasized this is faculty focused and meant to help clarify what assessment is about.</p> <ul style="list-style-type: none"> • Communication plan for Fall 2024 includes: <ul style="list-style-type: none"> ○ Announce it in the Star ○ Request to add to CTE Newsletter ○ Post in D2L announcements ○ Add to divisional newsletters ○ PA days session in January 2025 ○ Announce at Senate meeting ○ Any other suggestions? • Content goals for Fall 2024: <ul style="list-style-type: none"> ○ Adding an RSS feed, linked to LCC Library One Search ○ Work on “Data and Analysis” section ○ Possible content about AI and Assessment ○ Work on adding additional content (assessment ideas, faculty examples of classroom assessment techniques, formative assessments, etc.) ○ Send out a survey to faculty to get feedback re: assessment (where they’re at, where they feel the need for help) • Subcommittee meeting this month, first time since Spring semester. <ul style="list-style-type: none"> ○ Will report back on how CASL members can help at future meetings ○ Looking for new members! <ul style="list-style-type: none"> ▪ Please email Danielle Savory if interested 	<p>notes of areas they would like to see developed.</p> <p>Contact Danielle Savory if interested in joining this subcommittee, they would love to have new members.</p>
<p>HLC Visit For review HLC Assurance Argument, CASL information begins Page 90</p>		<p>Karen:</p> <ul style="list-style-type: none"> • Provost Sally Welch, and HLC Liaison Mark Kelland have informed Karen that the visiting HLC team is requesting a special session regarding assessment. <ul style="list-style-type: none"> ○ Encouraging CASL members to come ○ Want to fill the room with people that can speak to the assessment work LCC does ○ Tentatively looking at morning of Sept 24th <ul style="list-style-type: none"> ▪ Will notify group when know more ○ Will be a F2F meeting on main campus 	<p>Requesting CASL members attend HLC special session, in person on main campus, if able. Tentatively morning of 9/24/24 – more details will be</p>

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		<ul style="list-style-type: none"> ○ Should have finalized date and time by next CASL meeting <p>Comments regarding HLC Assurance Argument</p> <ul style="list-style-type: none"> ● HLC Assurance Argument has space constraints in the narrative but room in appendices. <ul style="list-style-type: none"> ○ Feel free to share more stories to be added there if desired ○ OE has some great cocurricular items to share there ○ Not sure if can be added at this time but would love to hear assessment stories at the special meeting ● Assessment plan design worksheet was interesting. 	<p>emailed when known.</p> <p>Contact Karen Hicks if you have any questions regarding the meeting or the assurance argument.</p>
<p>Annual Assessment Report Link to report, once on CASL webpage go to "Reports" tab</p>		<p>Karen:</p> <ul style="list-style-type: none"> ● Each summer Karen uses Gradebook data, ELOs and outcomes to create the Annual Assessment Report. <ul style="list-style-type: none"> ○ Posted on CASL Website ○ Will present to Board of Trustees, as part of Board Ends, during their October meeting ● ELO 1 had some yellow bars as well as green meaning some students don't meet those standards. <ul style="list-style-type: none"> ○ Will need to research why, and how we are going to help ● First time cocurricular is included in the annual report! <ul style="list-style-type: none"> ○ Initial phase but gives a taste of possibilities there 	<p>N/A</p>
<p>Future agenda items</p>		<p>Heidi:</p> <ul style="list-style-type: none"> ● Important reminder: It is stated in the Charter that members shouldn't miss more than two meetings a semester. ● No future agenda items suggested at this time. 	<p>Contact Heidi if have agenda items before next meeting.</p>

Meeting adjourned at 1:29pm.

Next meeting 9/20/24, 12:30 – 2pm, via Webex

WebEx Chat Information:

Word document located in CASL WebEx Space.

Polling Results:

There were no polls during this meeting.