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| **AGENDA & NOTES** | | |
| *Name of Committee or Team:* Committee for Assessing Student Learning (CASL) | | |
| *Team Members Present: Lori Orr, Michelle Curtain, Karen Hicks, Dana Cogswell, Dale Franks, Lisa Nienkark, Zach Macomber, Rafeeq McGiveron, Joe Long, Rob McLoone, Dale Franks, Kara Wiedman, Ed Bryant, Nikki Gruesbeck*  *Team Members Absent: Antuan Bel, Glenys Warner* | | |
| Date: January 18, 2019 | Time: 12:15pm – 1:45pm | Room: TLC 326 |

| **Agenda Item** |  | **Next Steps** |
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| Approval of 12/07/18 Notes | Zach motioned to approve.  Lisa seconds.  All approved. |  |
| Update on Retrieval of Data from D2L | All data comes from Center for Data Science except for question 8 which Karen will be providing the data moving forward. She will include the student learning data from D2L gradebook rather than the faculty having to pull the data themselves unless they prefer to do it themselves.  For now SSH has to pull their own Gen Ed data therefor no changes to data collection this semester but going forward we will be the ones to pull that data. Although it is optional for departments to say no to the data collection.  The survey is going out by section, not by course. Karen will not be sending out mass communication this Summer in order to test the method and see how it goes. |  |
| Review Task List and Goals for Spring 2019 Semester | Reflection questions for faculty when they receive their results:  -What surprised you and why?  -What is going well? Or how can you improve?  -How do the courses compare by delivery format? (Face to face, hybrid, online)  -What contributed to your success? Or what factors contributed to your results? Word it in a way for if their results are either positive or negative.  -What is the context behind how these numbers came to be?  -What have you learned from the information gathered that will help you next time?  -What resources will our future students need? How are faculty using the data knowing it will be utilized for future students.  Future plans to revamp the CASL webpage and include additional links/resources.  Next meeting we will divide up the list of adjuncts for each person to be a point of contact.  May 2019 PD will be focused on collecting Gen Ed results, where CASL members will be in a lab type setting to help faculty submit their data if necessary. | Karen will bring in a sample Gen Ed report before spring break. |
| Scantron Update | Scantron will be going to go all online by March 2019. Going online eliminates all formatting nuances. Instructors will now be able to scan, put into app, and then you can print the results. |  |
| Finalize Faculty Letter | Insert the necessary links and make sure it accessible. | Get list of adjunct faculty and get it sent out. |
| Review examples of Assessment Handbooks & Websites | Have a general question “What is assessment?” or “Why do we use assessment?” Possibly include a diagram that shows how the whole assessment process works. Develop some sort of training whether that be Talent Management System, a CTE training, or a module for new faculty. | Review other colleges & universities assessment handbooks as homework. |
| Adjourn | Zach motioned to adjourn at 1:45pm  Joe second.  All approved. |  |