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| **AGENDA & NOTES** | | |
| *Name of Committee or Team:* Committee for Assessing Student Learning (CASL) | | |
| *Team Members Present: Antuan Bell, Ed Bryant, Michelle Curtin, Nikki Gruesbeck, Karen Hicks, Joe Long, Zach Macomber, Rafeeq McGiveron, Rob McLoone, Lisa Nienkark, Kara Wiedman*  *Team Members Absent: Dana Cogswell, Dale Franks, Lori Orr, Glenys Warner*  *Guest: Martine Rife* | | |
| Date: March 1, 2019 | Time: 12:15pm – 1:45pm | Room: TLC 127 |

| **Agenda Item** | **Notes** | **Next Steps** |
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| Approval of 2/15/19 Notes | * Nikki motioned to approve. * Zach seconded. * All approved. |  |
| General Education | * Group updated data collection documents – went into SharePoint to review, discuss and edit   + Dear Colleague Letter – Letter from CASL   + General Education Plan   + Data Collection Instructional Worksheet   + Survey Monkey     - Karen to look into:       * Possibility of submitting without exiting survey so can continue with another course section       * Acknowledgement when final submission made * Karen shared Essential Learning Outcomes Report – Discussion:   + Assessment methods     - If a faculty uses a test for an ELO but really it is only a few questions within that test, are we looking at the right numbers?       * Currently looking at the whole test       * Could use a required common assessment instrument over all the courses but this is more restrictive than letting faculty determine their own ELO assessment instrument       * May be hard to determine what % of the assessment indicates meeting the ELO and what % of students met the ELO         + A student could do well on the overall test but fail on the questions that are assessing the ELO       * In D2L Faculty can create a subset of the test with just the ELO indicator         + This could be done in a way that does not affect the student’s grade         + Adds a level of complexity to the faculty’s role that not all will desire, or have the ability, to do this         + If faculty does this they can send their data separately or let Karen know what information from D2L to download     - We need to come up with benchmarks for ELOs       * Are there studies with minimum threshold of average by ELO?         + Karen will look into it     - Different issues will come up within different programs       * CASL members need to mentor faculty on a case by case basis   + Karen looks forward to future discussions with this group and individual faculty regarding, “What does this data mean? How can we use this data?”     - Karen wants faculty to write down the lessons learned from this process for the next group of faculty     - Feedback will be solicited when give faculty their data during Fall 2019 semester | Karen to check survey monkey possible processes.  General Education Survey rolled out week of March 11, 2019.  Karen to look into studies with benchmarks for ELOs |
| Program Review Discussion | * Currently using the new rubric for Program Review   + Already see where some changes can be made   + Need to adjust the rubric and questionnaire     - Documents are on SharePoint and CASL members are encouraged to begin looking at changes     - Focus on question #8 that seems to need some help working with flow of discussion     - Whole document is open for being updated     - Try working backwards from a perfect score and see how to write questions   + Will continue to use existing rubric for this semester’s reviews | Future Agenda Item: Further rubric and questionnaire review and updates |
| Update on assigning CASL mentors to faculty | * Discussion:   + Original plan was to assign CASL members, as mentors, to individual faculty   + Currently all membership contact information is on website     - Will leave it to faculty to contact people from this list     - If determined later that should individually assign can come back to that idea   + Group all in favor of letting individual contact CASL members at this time |  |
| Work on assessment handbook | * Table till next meeting. |  |
| Adjourn | * Zach motioned to adjourn at 1:45pm. * Lisa seconded. * All approved. * Next Meeting Friday March 15, TLC 127 from 12:15pm to 2pm. |  |

Respectfully submitted by Terri Christian, Note Taker