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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.
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| 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
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| Work on assessment handbook | * Table till next meeting.
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| Adjourn | * Zach motioned to adjourn at 1:45pm.
* Lisa seconded.
* All approved.
* Next Meeting Friday March 15, TLC 127 from 12:15pm to 2pm.
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Respectfully submitted by Terri Christian, Note Taker