Notes

# Committee for Assessing Student Learning (CASL)

Meeting Held March 15, 2019, from 12:15pm to 1:55pm in TLC 127

## Team Members:

### Present:

Ed Bryant, Dana Cogswell, Michelle Curtin, Karen Hicks, Zach Macomber, Rob McLoone, Kara Wiedman

### Absent:

Antuan Bell, Dale Franks, Nikki Gruesbeck, Joe Long, Rafeeq McGiveron, Lisa Nienkark, Lori Orr, Glenys Warner

## Approval of 3/1/19 Notes

### Notes:

* Changes requested:
  + Change future documents to portrait view orientation
  + Correct Michelle Curtin’s last name spelling
* Zach motioned to approve notes with requested changes.
* Ed seconded.
* All approved.

## Survey Monkey - Karen

### Notes:

* Group went to SharePoint Folder to review final document.
* Intend to roll out the General Education Assessment Monday March 18, 2019.

### Next Steps:

* Karen to finalize documents and have emails sent to selected faculty 3/18/19.

## Institutional Dictionary – Dana

### Notes:

* Data Governance Committee (DGC) responsible for creating an institutional dictionary.
  + Directly due to institutional review by Baker Tilly
  + Will be gathering and reconciling entire Lansing Community College terms
  + Still being created
  + CASL Discussion brought up idea of term “owners” and “stakeholders”
    - Example: For the term “workload hour”
      * HR would be the “owner”
      * MAHE would be a “stakeholder”
    - Owners would define terms, stakeholders would need to approve them
    - This has not yet been brought before the DGC and is not yet confirmed as part of the dictionary process
* CASL requested to become “owner” of assessment terms.
  + Once all terms have been identified will bring to CASL for review

### Next Steps:

* DGC continues with creation of dictionary with CASL participation.
  + Zach, Dale, Kara and Dana will form a workgroup of CASL supporting the DGC definitions
* CASL to review when all terms have been identified.

## Program Review Update – added to agenda

### Notes:

* Focus group – Tracy Labadie held a focus group with faculty that underwent program review to gather feedback about the program review process.
  + The program review team will meet at the end of this semester to use that feedback for process improvements
  + Initial feedback showed faculty would like to see more assessment as part of Program Review

### Next Steps:

* CASL will use the feedback from the focus group and program review team to make adjustments to the program review tools.

## Assessment Handbook

### Notes:

* Went to CASL SharePoint Site and reviewed the existing documents in the file titled, “Development of an Assessment Plan.”
  + Will keep copy of working draft on CASL SharePoint site
    - Many options but start with basic pdf and see how it builds from there
    - links, graphics and website options put on hold till basic document created
  + Zach uploaded several documents – all in draft form – for review into the folder
    - Including examples of other university assessment handbooks
  + Instead of “Plan” recommend the use of “Guidebook” or “Handbook” in document title
    - Thought behind this, “An Assessment Plan is something others need to worry about but an Assessment Handbook is something to be used to do what is needed.”
  + Three main elements to be addressed: Assessment Plan; General Education Plan; Assessment Handbook
    - Need to determine if this will be one document with three sections or 3 separate documents
    - If one document then general information only needs to be mentioned once verse copying it in three places
    - Separate Co-curricular documents coming up next year could be incorporated into this as well
    - Also need to determine if this will stand alone or be an addendum to the annual LCC assessment plan
  + Don’t use page numbers
    - Think of an instructional manual where there are sections and item numbers
    - Might make an interesting website
* Group then focused on the Faculty Assessment Handbook Outline in SharePoint.
  + Focus on what faculty need to know
    - Where to begin, what happened, what now
    - Examples and templates will be useful
    - Important that faculty see the relevance of assessment
    - Visually show the assessment hierarchy
  + Any outcomes will include the Curriculum committee review process
  + Can discuss Program Review but should be the background to assessment
  + Keep Conceptually based, using basics, example:
    - Mission to Outcome
      * Considerations for outcomes at the section, course and program level
    - Assessment (gather/admin)
      * Things to consider for section, course and program levels
      * Program Review information could also go here
    - Interpretation/action
      * Action Plan, timeline and improving quality for section, course and program levels
    - Would require articulating definitions for things like learning outcomes specific to LCC

### Next Steps:

* Revisit SharePoint Faculty Assessment Handbook Outline and continue discussion.

## Adjourn

* Zach motioned to adjourn at 1:55pm.
* Michelle seconded.
* All approved.
* Next meeting Friday March 29, 2019 in TLC 127 from 12:15 to 2pm.

*Respectfully submitted by Terri Christian, note taker.*