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.*