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| **AGENDA & NOTES** | | |
| *Name of Committee or Team:* Committee for Assessing Student Learning (CASL) | | |
| *Team Members Present: Dale Franks, Dana Cogswell, Ed Bryant, Glenys Warner, Joe Long, Karen Hicks, Lisa Nienkark, Lori Orr, Michelle Curtin, Nikki Gruesbeck, Rafeeq McGiveron, Zach Macomber*  *Team Members Absent: Grace Howe, Kara Christensen* | | |
| Date: August 31, 2018 | Time: 12pm – 2pm | Room: TLC 326 |

| **Agenda Item** |  | **Next Steps** |
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| Approval of 4/27/18 notes | Dana Cogswell motioned to approve the CASL minutes from April 27, 2018.  Rafeeq McGiveron seconded.  All approved. |  |
| Welcome back | Introductions.  We’ve completed a full three-year cycle and have data to share. Over the summer, Karen Hicks used this data to strategize for the next three years. She has developed a list of proposed tasks for the committee to review and is seeking input for the project plan.  Michelle Curtin is the new CASL Chair for the next three-year cycle.  The major initiative this academic year will be General Education. |  |
| 3-year assessment results | The LCC Assessment Status Report was reviewed from the following link:  <https://lansingcc.sharepoint.com/sites/interdivisional/SitePages/Home.aspx>  LCC’s six assessment metrics and benchmark/targets were reviewed. LCC adopted the Association of American Colleges & Universities (AAC&U) four essential learning outcomes (ELOs) as institutional outcomes. When individuals refer to “assessment” they are often referring to the method (test, portfolio, etc.).  Karen will be sharing example dashboards in a future meeting, for faculty to use in D2L. The dashboards will be user-friendly for faculty; however, it is difficult for Karen, as she works to customize each dashboard by program. There is no one-size-fits-all approach for the dashboards. Faculty will not have to spend their efforts on collecting the assessment data and can focus on teaching/learning and using the assessment data to make corresponding changes.  Based on the past three years of LCC’s Assessment Scorecard, it may be safe to move away from the first five metrics. These levels have been consistent and stable. The sixth metric, Assessment Plan, still needs improvement. It was suggested that perhaps the Assessment Plan be broken into smaller stages/metrics. The sixth metric has three major steps:  Step 1: Map a plan to *collect* student learning evidence.  Step 2: *Compile* and *analyze* student learning evidence.  Step 3: *Use* student learning evidence to inform pedagogical decisions.  LCC does not have a central repository to store and query all assessment data. D2L only provides snapshots by semester. Karen is working with IT on a database solution. The dashboards she has developed are local, by program, and do not feed into a college-wide system.  Three LCC Assessment Goals were shared for 2018-2021:  - Responsiveness to the assessment needs of students, faculty, staff, and administration  - Integrated student learning assessment data  - A systematic and systematic process for assessing general education student learning outcomes  CASL Proposed Activities for each the Fall 2018 and Spring 2019 semesters were shared. No additions or revisions were suggested to the list. Assignments of the tasks will be made in the future, as some items are already being worked on. |  |
| General education implementation | * General education video * Presentations (Academic Senate, A&S leadership meetings, department meetings, teams) * Welcome letter to faculty colleagues * Data collector (survey model)   The draft survey was accessed and reviewed on the CASL SharePoint site. Additional instructions for faculty to complete the questions is needed. Every section of the designated Gen Ed course will need the instructor to complete the form. Data agreements are developed with programs up front, in writing, before any data is collected. Results will be submitted by faculty in the Spring; results will be discussed in the Fall; and perhaps a follow-up, reflective survey regarding what the program does with the results will be distributed.  A communication plan needs to be developed. It was suggested that CASL reach out to the Marketing Department for assistance. Karen Hicks has already begun working with Megan Lin to develop CTE sessions each semester. The FAQs regarding assessment should be updated and shared. |  |
| Adjourn | Please review the following documents and provide Karen any feedback you may have before she shares with the other areas of the College:  - LCC Assessment Status Report 2015-2018 and Assessment Plan 2018-2021 Presentation  - Gen Ed Assessment Plan  - LCC Assessment Plan 2018-2021(pages 16-20 were the only pages updated) | **Next Meeting:**  **Friday, 9/14/18, 12:00-2:00pm** |