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| **AGENDA & NOTES** |
| *Name of Committee or Team:* Committee for Assessing Student Learning (CASL)  |
| *Team Members Present: Rafeeq McGiveron, Michelle Curtin, Rob McLoone, Lori Orr, Ed Bryant, Nikki Gruesbeck, Kara Christensen, Karen Hicks, Zachary Macomber, Joe Long* *Team Members Absent: Dana Cogswell, Glenys Warner, Dale Franks, Lisa Nienkark**Guests: Martine Rife* |
| Date: September 28, 2018 | Time: 12pm – 2pm  | Room: TLC 127 |

| **Agenda Item** |  | **Next Steps** |
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| Approval of 9/14/18 notes | Rafeeq motioned to approve.Zach seconded.All approved. |  |
| Finish Gen Ed Presentation – Working Meeting | Work on scripting the General Ed Presentation2 PowerPoint presentation in the General Education SharePoint folder. * Slide 1: Title Page - Explain the purpose of why CASL is presenting. Explain how it is a collaborative campus-wide effort, which is why incorporating the feedback from faculty across the college is important to the process.
* Slide 2 and 3: Types of Student Learning Assessment & LCC General Education Assessment Plan - Karen will update these slides. Explain how LCC has 5 types of assessment. This presentation focuses our attention to our formal assessment plan for our general education courses. There will be added slides that show specific examples (slides 6-8).
* Slide 4: LCC Essential Learning Outcomes – Explain how the ELOs align with LCC’s mission.
* Slide 5: General Education - Add Core and MTA information. The first bullet is very vague.
* Slides 6 – 8: Levels of Assessment at LCC – Add Math 151 and ENGL 208 example
* Slide 9: Purpose of General Education Assessment - No changes.
* Slide 10: The assessment plan has 3 major parts, over a 5-year cycle. Each general education course will be assigned a date to begin their cycle.​ Michelle will not say a lot here because the next slides will break out each part.
* Slide 11: Part 1 – Year One of General Education Assessment –Planning and necessary faculty training will occur over the fall semester. Faculty will choose one of the ELOs to assess and then decide which learning activity will best assess the outcome. The actual assessments are conducted during the spring semester. It is important to note that these are embedded assessments, meaning they are the assessment activities already being done in the course for a grade. These decisions- the selected ELO, the learning activity, the scoring of the activity are FLEXIBLE. Each faculty can make their own decisions on how best to do the assessment. After the assessments are conducted, the results are entered into the Gen Ed Results Survey, so that CDS can retrieve, tabulate and aggregate the data over the summer.
* Slide 11: Part 2 – Year two of General Education Assessment – CDS will prepare and provide reports at the beginning of the fall semester. Faculty will discuss and reflect upon the results, identify areas of strength, and areas needing improvement. Any necessary actions will be entered into the Gen Ed Action Planner Survey. During the spring semester, faculty will design learning strategies to address any areas identified as needing improvement.
* Slide 13: Part 3 – Year Three to Five of General Education Assessment - This is the time for learning strategies to will be implemented and evaluated with adjustments made as necessary. Improvements for the next 5-year assessment cycle, will be discussed too.​

​* Slide 14: Add General Education Calendar table. This table displays when each program area is scheduled to begin their 5-year cycle.
* Conclude: Questions? The CASL website can be accessed at <https://www.lcc.edu/provost/senate/standing-committees/casl.aspx>

Discuss getting the data back and seeing the results at multiple levels.  | Michelle will finalize the plan.Kara will check the plan and presentation for accessibility and readability. |
| Develop Welcome Letter | This is to let Gen Ed faculty them know they are up for review.  | Nikki and Joe will work on this. |
| Gen Ed presentations to faculty | CASL members who are also Academic Senators will help Michelle present at the Academic Senate on 10/12/18. |  |
| Gen Ed Survey | Moved to 10/12/18 meeting. |  |
| Edit Faculty Worksheet | * Every faculty will fill this out for every section they are teaching.
* #2 add **(s)** to outcome**(s)**
* #6 Do the percentages work? Adjust next year, as necessary. Line it up with our LCC scale. Only use percentages.
	+ 91-100
	+ 81-90
	+ 71-80
	+ Below 71
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| Adjourn | Adjourned at 2:05pm. | **Next Meeting:** **Friday, 10/12/18, 12:00-2:00pm** |