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| **AGENDA & NOTES** |
| *Name of Committee or Team:* Committee for Assessing Student Learning (CASL)  |
| *Team Members Present: Michelle Curtin, Lori Orr, Antoine Bell, Dana Cogswell, Karen Hicks, Dale Franks, Rob McLoone, Lisa Nienkark**Team Members Absent: Rafeeq McGiveron, Ed Bryant, Glenys Warner, Kara Christensen, Nikki Gruesbeck, Joe Long, Zack Macomber* |
| Date: October 26, 2018 | Time: 12pm – 2pm  | Room: TLC 326 |

| **Agenda Item** |  | **Next Steps** |
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| Approval of 10/12/18 notes | Dale Franks motioned to approve.Lori Orr seconded.All approved. |  |
| Review results of Gen Ed Assessment Plan Survey (preliminary results; survey still open) | Preliminary results of the Gen Ed Assessment Plan Survey screenshots are available in the General Education folder on SharePoint.* The survey is open for one more week. It was sent to senators to distribute to their areas. There is some concern that it has not been sent out to all areas.
* Twenty-three responses have been received so far.
* If there is a trend in concerns in the surveys, an action plan can be developed. An FAQ could be developed to explain the reason, the timeline, and answer concerns.
 | Dale will forward the survey to Tech Careers. Lisa will forward to SSH.Karen will send an email with the survey results on Nov. 5.Michelle and Karen will work on an FAQ page explaining the reasoning and the timeline. |
| Prepare learning materials for SSH faculty (11/16 at 10:30 a.m.) | At the 11/16 meeting, CASL members can answer questions, address concerns and do some training. How many CASL members want to attend the training meeting with SSH faculty? An accurate count of faculty in SSH is needed. The major priority in January will be to get people up to speed. Possibilities for connecting with faculty include a one-on-one email list, CASL members reaching out by phone, and a training video. Could adjunct faculty be paid to watch the video? The personal approach is best and the ease of data collection for those in program review could be stressed.Frequent email reminders could be sent at pre-determined intervals. CASL can check with PFC’s for information on faculty who might need more reminders or a phone call. Focus could be placed on the improvement to learning and that this is part of being a quality community college. CASL members can ask for help on how to get the message to those who are not at the meeting.Review the Faculty Worksheet in the General Education SharePoint folder;* Add Part I to the title of the scenario worksheet. Add, “Anita is looking forward to Part II” at the end of the document.
* Number or break the steps down visually by a semester or month. Perhaps include more of a timeline.
* Paragraph 2: Include instructions on how to access the General Education Assessment Plan.
* Paragraph 3: The last sentence makes the process sound complicated.
* Paragraph 4: Change the last sentence to “outcome for her section” not for the course. Michelle will talk with Karen about the necessity of linking the course outcomes to the ELO’s.
 | Michelle will send out a message to CASL members to see who wants to attend the training with SSH.Michelle will check with Karen on linking the course outcomes to ELO’s.Michelle will put the updated and revised scenario and worksheet in SharePoint for review.  |
| Letter to faculty – discuss what to expect next | This item is tabled. The letter is not needed until Spring. |  |
| Review/Edit Gen Ed Results Survey | This item is tabled. |  |
| Adjourn | Adjourned at 1:38 p.m. |  |