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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, Karen Hicks, Glenys Warner, Rob McLoone, Nikki Gruesbeck, Zachary Macomber, Ed Bryant, Joe Long, Lisa Nienkark**Team Members Absent: Rafeeq McGiveron, Dana Cogswell, Dale Franks, Kara Christensen* |
| Date: November 9, 2018 | Time: 12pm – 2pm  | Room: TLC 326 |

| **Agenda Item** |  | **Next Steps** |
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| Approval of 10/26/18 Notes | Rob McLoone motioned to approve.Lori Orr seconds. All approved.  |  |
| Review Results of Gen Ed Survey | Results of the Gen Ed Assessment Plan Survey screenshots are available in the General Education folder on SharePoint. * Had 32 total responses to the survey, did not receive any additional results since opening it up for an additional week.
* New survey for Friday’s meeting geared towards review of the process more than the review of the document.
* Rework the survey before next Friday for the SSH meeting to go over the plan with them, survey can send out the survey afterwards or during the presentation.
* Explain to senate that the first survey didn’t meet the desired goal and had to rework the survey.
 | Michelle will work on an FAQ page explaining the reasoning and the timeline. |
| Finalize Learning Materials for ISS Faculty | Aim to be clearer with the functionality of the document, we need faculty to know the value of the process and what they need to do to complete it. Teach faculty the process and have them evaluate the process rather than the document itself. Possibly break the document into three categories: What is it, what it isn’t, what’s the purpose and what the faculty need to do. Include that faculty are able to use their own judgement to select a Student Learning Outcome yet you must use one of the listed course outcomes from your section template in Concourse. Also change verbiage to call it a grade item rather than an assessment to stop confusion on what is being requested. Process needs to be a fast learning process since we will not be meeting most of this faculty until close to the start of their teaching.Frequently Asked Questions section of the faculty worksheet should touch on: * Will faculty have to create a new assessment to complete this process?
* How long will this process take for faculty?
* Address concern with this being an additional task to their workload.
* Concerns faculty may have with FERPA issues.
* Concerns that this does not assess faculty teaching.
* Who to contact if I need assistance with this process.

Karen will be asking Andrea Hoagland for a possible 15mins per section pay for adjunct and part of 30 day for full time faculty. For the scenario, give the faculty an example of how a faculty member is putting the plan into action. Removed some over explained details in the scenario and need to add looking ahead section with years two through five. Add into the scenario that they must select an already existing assignment in which the instructor thinks would be an appropriate assessment for the ELO she had chosen.  | Karen will be contacting Andrea Hoagland regarding possible pay for faculty to complete this process. Michelle will put the updated and revised scenario and worksheet in SharePoint. Michelle, Lisa, Ed and Karen will be attending next Friday’s SSH meeting.  |
| Adjourn | Adjourned at 1:45pm |  |