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| **AGENDA & NOTES** |
| *Name of Committee or Team:* Committee for Assessing Student Learning (CASL)  |
| *Team Members Present: Lori Orr, Michelle Curtain, Karen Hicks, Dana Cogswell, Rob McLoone, Dale Franks, Lisa Nienkark, Zach Macomber, Ed Bryant, Dale Franks**Team Members Absent: Rafeeq McGiveron, Kara Christensen, Antoine Bel, Glenys Warner, Nikki Gruesbeck, Joe Long* |
| Date: December 7, 2018 | Time: 12pm – 2pm  | Room: TLC 326 |

| **Agenda Item** |  | **Next Steps** |
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| Approval of 11/9/18 Notes | Lisa motioned to approve.Michelle seconds. All approved.  |  |
| Review of SSH Nov 16th Meeting | Not as many adjuncts in attendance as expected so make a point to reach out to them in the upcoming weeks. Some departments have an already agreed upon outcome, make sure to ask the faculty if their department has a specified outcome selected when working with them. Add verbiage in the tips section regarding possible department agreed upon outcomes. Possibly attend department meetings, where faculty can complete their course surveys while attending the meeting. Some CASL members should attend to explain and incase assistance is needed. Received feedback of new survey was much more usable regarding the process. Provost cabinet was thrilled with the progress of the survey and supportive of the process.  | Michelle will email Terrence King to ask which departments have already agreed upon outcomes and how to retrieve that information.  |
| Faculty Letter | Send a mail merge with personalized email to faculty regarding their needed completion of the survey. This letter will be emailed out to faculty, this will be their first introduction of the process. Email set to go out in January 2019.Changes made included: * Email contents will be in the body of the email, not as an attachment.
* Change verbiage so the faculty doesn’t think they have been chosen but rather their program has been chosen.
* Reiterate that everyone will have “a turn” but this is their program’s time to complete the assessment.
* Changed verbiage of CASL’s purpose and focus on partnership with the faculty to retrieve data needed to improve student success.
* Emphasize the fact that we are not collecting data that will not be utilized in the near future for student success.
* Use the bullet points in the letter to explain faculty’s involvement in the general education assessment process.
* Summarize what they will be asked to do each year.
* Link full plan and CASL website in case they need to reach out for assistance.

  | Dana will be assisting with the mail merge to faculty once the letter is completed. Letter will be going to faculty in January 2019.  |
| Scantron Issues | Email Karen if you have any Scantron issues. Karen will be attending the first meeting regarding the issue on Monday December 10, 2018. Issues in the process include: using machine, incorrect data coming from the machine, work flow issues. A workflow for storing data is needed since there is no central place in which data from the Scanton is stored.  | Email Karen if you have any Scantron issues. |
| Adjourn | Liza motioned to adjourn at 2:03pm Lori second. Next meeting will be Jan 18th, following the senate schedule. |  |