Notes

# Committee for Assessing Student Learning (CASL)

Meeting Held January 17, 2020, from 12:30pm to 2pm in WCP 133

## Team Members:

### Present:

Patti Ayers, Ed Bryant, Michelle Curtin, Alex Gradilla, Nikki Gruesbeck, Karen Hicks, Rafeeq McGiveron, Rob McLoone, Lisa Nienkark, Chuck Page, and Kara Wiedman

### Absent:

Dana Cogswell, Timothy Deines, Mark Kohl, Joe Long, and Zack Macomber

### Guests:

Mark Kelland and Sally Welch

## Approval of 12/06/19 Notes

* Call for approval of minutes.
* Correction, under notes for “Assessment of Co-curricular Programs – Discussion” the term “Tabled” corrected to “Postponed.”
* Minutes approved as corrected.

## Higher Learning Commission (HLC) Quality Initiative - Sally Welch

### Notes:

* LCC is an Open Pathway institution which is required to designate one major improvement effort it has undertaken as its Quality Initiative for Reaffirmation of Accreditation.
	+ Takes place between years 5 and 9 of the Open Pathway cycle
	+ Requires a proposal submitted to HLC for approval
* Determined that CASL’s Co-curricular Assessment project will be LCC’s Quality Initiative.
	+ Sally Welch and Mark Kelland will work with CASL to complete
	+ Mark Kelland will be writing the proposal and requests a CASL subcommittee be formed to work on the project with him
	+ Project is judged on the effort given, not if it succeeds or fails
		- This is outside of accreditation so if the established plan fails it will not mean LCC loses their HLC accredited status
		- When project succeeds it will help the college and can be incorporated in re-accreditation paperwork
* CASL has been, and will continue to be, an essential part of HLC accreditation requirements.
	+ Contributing factor in LCC’s “Culture of Assessment”
	+ LCC is the only college in Michigan that had their assessment plan approved without monitoring during the original HLC accreditation visit
* Estimated Timeline:
	+ Proposal submitted end of March
	+ HLC will review proposal and send feedback. We should expect this to take a few months.
	+ Some work to determine co-curricular assessment direction has been done and needs to continue to help with proposal writing
	+ CASL will work with Academic Affairs to create quality initiative reports to the HLC to document our progress and outcomes

### Next Steps:

* CASL to form a subcommittee to work with Mark Kelland on the HLC Proposal
	+ Update: Mark will work with Michelle and Karen to create the proposal with the input of CASL co-curricular members
* HLC Open Pathway information on HLC website: <https://www.hlcommission.org/Accreditation/open-overview.html>

## Essential Learning Outcome (ELO) Review Process - Karen

### Notes:

* Handouts from Karen, will be posted in SharePoint site
* General Awareness of ELOs
	+ Important to keep the faculty aware of the ELOs so global issues are not lost in daily delivery of course content
		- Possible to create a PD session that will run fall and spring semesters
			* Intent to increase faculty awareness of the ELOs and their importance
		- CTE can help educate faculty on the importance of ELOs
	+ Assessment process will create space for the integration of ELOs into General Education courses
	+ Would like to also bring student awareness of ELOs
		- Some colleges have them listed in the course syllabus
			* Depicting how the course outcomes align with the ELOs
* How often should we review?
	+ Dependent upon who will be reviewing.
	+ Would it be possible to do a temperature check every semester – not a major thing but as a reminder?
		- Remember difference between discussion and review.
		- Perhaps discussions as continuous feedback for review
	+ Do we need to align this with strategic planning?
		- Strategic planning is not always regular
			* This time 3 years between previously happened 4 years.
			* The irregular timing does not preclude using strategic planning for review timing alignment
		- Next plan should begin as soon as new president is at college.
	+ Need to keep Program Review process/timing in mind as determine schedule
		- If change ELOs in the middle of a Program Review that review will be skewed
	+ Note: Reviewing the ELOs will not always mean changing them
* Who will review?
	+ CASL did the ELO review last semester
		- Took to Academic Senate and they shared with the faculty they represent
		- Faculty should take the lead role in future reviews
	+ Important to have verbal interdisciplinary discussions between faculty groups
		- This relates back to a possible PD session that could facilitate these discussions
	+ CASL can be mentors/communicators to faculty during review process
* Discussion of getting faculty feedback on the ELO list created by CASL last semester
	+ Divide the list into several sections sent to different areas
	+ Assign areas one ELO then let them choose one other to review
		- This would also give us information on which ELOs were NOT picked for review
	+ Review consisting of a survey with potential follow up focus groups
		- Start with faculty survey
		- Then take results to Academic Senate
		- Set up focus groups determined by survey information, as needed
	+ CDS can create and administer the survey
	+ Survey responses assembled by Karen and brought back to CASL to help analyze
		- Will pull out common themes
* Survey Details
	+ Determine if Qualitative or Quantitative
	+ Ask regarding extent they agree with current ELO and what they may want to add/change
	+ Focus groups targeted by % of answers
	+ Will included definition of what an ELO is and its purpose

Following questions from the handout will be discussed at the next CASL meeting:

* What do we do with the feedback?
	+ What are we going to do with the numbers after assessment of ELOs.
* How do we handle disagreements?
* Timeframe?
* How should we communicate our process?
	+ How often should we communicate our process?
	+ To whom should we communicate our process?

### Next Steps

* Faculty feedback needed by end of this semester on ELOs created last semester.
	+ Karen will come back to next CASL meeting with possible ways to accomplish this for further discussion
* Karen to bring back rough draft of faculty feedback survey created by CDS for CASL review
* Discuss at next meeting who survey is sent to - knowing the list can be amended as process proceeds
* Continue discussing questions from handout given during 1/17/20 meeting

## Co-curricular Assessment - CASL

### Notes:

* Discussion postponed until the January 31, 2020 meeting

## Adjourn

* Lisa motioned to adjourn.
* Motion seconded and was passed without objections.
* Meeting adjourned at 1:55pm.
* Next meeting Friday January 31, 2020 from 12:30pm to 2pm, WCP 133.

*Respectfully submitted by note taker Terri Christian*