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*