**Notes**

**Committee for Assessing Student Learning (CASL)**

Meeting Held Friday, March 26, 2021, from 12:30 – 2pm – via Webex

**Team Members:**

**Present:**

Ed Bryant, Timothy Deines, Nikki Gruesbeck, Karen Hicks, Heidi Jordan, Mark Kelland, Lyndia Klasko, Mark Kohl, Zack Macomber, Rafeeq McGiveron, Rob McLoone, Dale Moler, Tracy Nothnagel, Chuck Page, and Kara Wiedman.

**Absent:**

Patti Ayers and Dana Cogswell

**Guests:**

Cheryl Garayta

## Action Items:

* CASL will determine an oversight procedure for Blue evaluation questions which will include the level of oversight CASL will exercise.
  + Members requested to bring ideas regarding this to next meeting
  + Terri to email sample of Blue report on personalized questions used by faculty prior to meeting
* Add as standing agenda item: Updates of CC + CASL group activities – Karen Hicks.
* Tim to request Tonya Bailey and Sally Welch to next CASL meeting.
* Add as standing agenda item: Updates of AtD group activities – Lyndia Klasko.

**Approval of 3/26/21 Agenda**

* Call for approval of agenda.
* Hearing no objections, the agenda stands approved.

**Approval of 1/29/21 Notes**

* Call for correction/approval of minutes.
* Hearing no corrections, or objections, the minutes stand approved without correction.

## Updates

### Blue Roll Out Update – Karen

* Faculty returning from Spring Break have pop-ups when they log into D2L.
  + Reminding them they have course evaluations they can add questions to if desired
* Feedback to date:
  + General confusion because it is a new system
  + Required question regarding physical learning environment is frustrating in virtual situation
    - CASL may want to look at rewording for future to be applicable to both F2F and Online courses
    - Currently requesting faculty to tell students to think of their virtual environment when answering or skip the question
  + How many questions should the survey have?
    - Nice thing about this evaluation is that it is short, but the number of questions is not as important as the amount of time the student needs to fill out the survey
    - Perhaps guidelines for running a good survey could be a useful tool
* How should future feedback be communicated to CASL?
  + CDS receives most of the comments should they continue to bring them to CASL’s attention or should they just handle them?
  + What kind of oversight does CASL want in this process?
    - CASL will determine an oversight procedure which will include the level of oversight CASL will exercise – agenda item for next meeting
      * Even a spot check questions being generated by faculty and/or programs would provide some oversight
      * Some sort of procedure is needed to address issues such as:
        + How is information reported to CASL?
        + How are decisions made regarding incoming questions?
        + What actions do we take?
        + Do we form a subcommittee?
    - If CASL doesn’t provide oversight/guidance who will?
    - What questions should be monitored?
      * Mid semester formative questions as well as end of course evaluations?
        + Yes, both could benefit from some form of review
  + Review would look for:
    - Inappropriate wording
    - Redundancy in measurement
      * Do other questions being used measure the same element?
      * Does the new question serve better than an existing one does?
    - Things done right
      * Create a repository of ideas to share campus wide
  + What type of information is available from Blue regarding questions used?
    - Report of Personalized questions can be generated as needed
      * Could determine to create at certain points of the semester
      * Terri will get a sample to the group for review prior to the next meeting

### CASL and Curriculum Committee (CC + CASL) Workgroup – Karen

* Reason for group formation:
  + Course proposal forms were being returned for undefined learning outcomes, assessment selection and waiting
  + Intent is to develop a procedure and/or how to tool
* Have met twice to date.
  + In Charter Phase
    - Currently establishing agreement on purpose and scope of work
* Karen requests addition as a standing CASL agenda item to give status updates on this group.
* Group member Mark Kelland, remarked that discussions have highlighted meaningful work that has been done on behalf of our students and how we approach teaching and learning.
* Open meeting?
  + Hard to have an audience drop in due to the continuation of conversations from one meeting to the next
  + As CASL Chair they would welcome Tim to come and sit in but would request others wait for Karen’s updates
    - There is still time to join the committee if interested

## CASL Goals - Discussion

### Assessment Coordinators (AC)

* Pursue expanding assessment coordinator’s role in DEI work.
  + How structured
  + Communication helpful between AC, CASL, CDS
* Be sure to let Tonya Bailey know about the AC availability.
  + If she doesn’t know about them she can’t use them in her DEI initiatives

### Program Review (PR)

* CASL can help programs preparing to undergo the review process.
* Important aspect of PR is to make learning outcome re-evaluations when necessary and appropriate.
  + Adding DEI components may begin to play a larger role

### Achieving the Dream (AtD) and the Diversity, Equity and Inclusion (DEI) Initiative in General

* Bring in Tonya Bailey and Sally Welch to discuss DEI and AtD, how they fit together, and where CASL might assist.
  + Tim to ask them to the next meeting
  + Currently AtD is in the setting goals and focus area phase and might be able to use CASL’s input
    - This will determine the AtD package purchased and coaches working with LCC
  + Intent to have Sally and Tonya help CASL define its role in the DEI initiative, especially how it relates to AtD
* CASL members currently on AtD team
  + Rafeeq McGiveron
  + Lyndia Klasko
    - Lyndia volunteered to report on committee work to CASL
* [AtD website link](https://www.achievingthedream.org/services-supports/data-and-technology-assessment), with assessment section.
* Priority to look at AtD because they are still in the formative stages of determining their direction and CASL might be able to give input.

### CASL and Blue – Determine Scope of Oversight Work

* To be put on next meeting’s agenda.
  + Refer to earlier discussion above
  + Request CASL members come with ideas how to best proceed

### Other

#### Learn about what others are doing across campus and see where CASL can help

* Bring in other speakers as CASL guests to discuss what is going on in their programs
  + The more we keep communication open the better
  + Learn from them and how CASL may be able to help
* Potential topics:
  + Assessments in LCC and how that helps the ability to transfer credits
  + Envision Green Program, partnership with MSU

#### Purpose Statement discussed

* Rob proposed this thought, CASL should be focused on assessment infrastructure.
  + We can’t oversee and manage every aspect on campus
  + Need to facilitate giving structure to assessment
    - Rules and guidelines in place
    - How process is carried out
  + Important to keep this in mind as we open discussions with other programs and determining how CASL can help.
  + This means we leave a lot of details up to departments and AtD work
  + CASL focuses on the nitty gritty of structuring and creating guidelines
* Mark Kelland, in his role as LCC representative to HLC, this is a helpful and appropriate definition for CASL.
  + HLC likes to see defined college wide processes in place
    - Faculty ensure oversight over curriculum
    - Deference but not complete abdication of authority to programs

## New Business and Future Agenda Items

* Follow up on developing Assessment Coordinator’s helping role with DEI
* Discussion of CASL’s role with Program Review
* Future guest speakers to help CASL learn of other programs and how they might help

## Adjourned at 1:45pm

* Entertained motion to adjourn.
* Zack motioned and Mark Kelland seconded.
  + Group unanimously voted to adjourn
* Meeting stands adjourned at 1:21pm.
  + Next meeting Friday, April 23, 2021 from 12:30pm to 2:00pm, via Webex.

*Respectfully submitted by note taker Terri Christian*

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