**Notes**

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

Meeting Held Friday, April 23, 2021, from 12:30 – 2pm – via Webex

**Team Members:**

**Present:**

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

**Absent:**

Dana Cogswell and Mark Kohl.

**Guests:**

Cheryl Garayta

## Action Items:

* Summer CASL Meeting, finalize a date next meeting.
  + Will start with one and determine if a second is required
* Request any suggestions for future guest speakers at CASL be sent to Tim
  + These do not need to be restricted to only LCC speakers

**Approval of 4/23/21 Agenda**

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

**Approval of 4/09/21 Notes**

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

## AtD Committee Updates – Lyndia Klasko

* Planning to partner with Lansing School District to come up with projects.
  + Similar to a previous Bridge Program
  + Cheryl recommended AtD committee contact Tim Kelly as they work though this because he is already forming a similar C3R Language Arts group.
* Will have more updates for CASL after July when have joined AtD.

## Updates of Curriculum Committee and CASL Group Activities – Karen Hicks

* Project Charter for group finalized.
  + This is the document that the project team is starting with to define the objectives and scope of their work.
* The workgroup has 2 objectives:
  + Develop procedures for crafting student learning outcomes, selecting evaluation methods, and distribution of evaluation weights
  + Update the course review procedure to include a process to collaboratively resolve disagreements between our 2 committees when it comes to reviewing student learning outcome statements or evaluation weights
* Will formally begin their work in the fall
* The outcomes that this group is aiming to influence by doing this work is:
  + To have fewer errors on the course proposal forms
  + To reduce the number of proposals that are returned to faculty for revisions, and to
  + Improve faculty's experience with submitting course proposals or revisions
* The group will put some materials together including:
  + Checklists, rubrics, or other tools to assist faculty with designing learning outcomes and making choices about assessment methods
  + Will be requesting feedback from CASL, Academic Senate, and CIMT members.

## Review of CASL resource documents for faculty – Discussion

* Positive response from group to create a practical resource document, or set of documents for faculty and students.
  + Something succinct, attractive and functional
* Bring in other LCC resources as create this, possibilities suggested are:
  + Martha Madigan with the first-year experience program
  + Denise Warner from ESOL
    - English as a 2nd Language folks often need different resources
  + Open learning lab team
  + DEI
  + Bruce Mackley, Director of Marketing
  + Karen Tommasulo, to help with graphics and communications
* Will form a team for this.
  + Nikki is interested in working with others on this
  + Fresh start in Fall Semester
    - Can be thinking about and pulling together resources over the summer

## Begin discussion CASL Oversight Process Creation for Blue

* Currently only have raw data showing questions used/created.
  + Need to organize information in a meaningful way
  + Need to establish a process to efficiently review material
    - What is being added
    - Should we add certain questions to the question bank
    - How many people are adding questions
* Would like to delegate a team to work on this in the fall.
  + Could come up with the general process together then break off into a team to work on specific tasks

### Aside

* Lyndia is also taking some courses so could give feedback on the evaluations from a student perspective.
  + Very quick and easy to use
  + Questions were direct
  + Choice to switch is positive from her view point

## Begin discussion of Fall Semester Goals

### Many listed in the future agenda items from previous meeting.

* CASL’s role in relationship to Program Review (PR)
  + Have a rubric used when discussing assessment during PR, would be great to have more CASL members review and edit that rubric
  + CASL members always welcome to attend PR to learn the process. Participation would include reviewing program review narratives for the student learning assessment question (fall semester) and attending the program review close out meetings (spring).
  + Suggest start with a small group of interested folks and see where that leads
    - Thinking to revisit once per semester (CASL participation would occur once a semester: Fall semester reviewing program review narratives and using the rubric to give a score. Spring semester to attend program review close out meetings)
* Working more closely with Assessment Coordinators (ACs)
  + Karen to share AC year end assessment reports with CASL during May 7th meeting
    - Good base for possible learning lab workshop – noted below
  + Continue to use the ACs to help promote DEI practices in assessment
* Future Speakers, still worth inviting others to share their works on campus
  + Request any suggestions sent to Tim
  + Can reach beyond LCC speakers
    - Especially with online option to join meetings
  + Would like to re-invite the Provost regarding AtD developments
* Discussion of CASL and Academic Senate communication
  + When give a report to the Senate, leave time at the end for their comments.
    - Take those back to CASL
    - Will be a good indicator of how Senate sees CASL’s role
  + CASL is a subcommittee of the Senate and should expect their feedback
    - Can take the feedback note off future agenda items
* Member views of CASL’s role and potential
  + Resource people to support Director of Assessment work
  + Experts of learning outcome design and assessment
  + Support during Program Review (PR)
  + HLC guideline study
    - Could help keep track of requirements and how we fulfill them over time
    - Possible small team opportunity

### Learning Lab Possibility

* Using AC work as a model, CASL members look at their own courses and see what might benefit from being updated.
* Would help CASL better serve other faculty going through the experience and increase understanding of AC work.
* One of the most important aspects is talking about possibilities.
  + Doesn’t have to be critical
  + Try new things, be more diverse and equitable
    - Being conscious of it is the most important thing
* CASL could dedicate some meeting time to discuss how faculty are doing in the process and share ideas.
* CASL tends to discuss high level ideas such as DEI, the ACs apply these ideas to courses.
  + Would like to see less abstract discussion and more practical use in CASL
* Expose CASL members to assessment in other parts of the college.
  + Areas that don’t typically overlap
  + Help diversify CASL member’s own methods
* Received group approval, will look at starting first thing in fall.

### Summer Meeting

* Idea came up while discussing fall semester goals.
  + Group was agreeable to the suggestion
* Good to meet and set up structure, for learning lab or other ideas, so can jump right in when have first fall meeting.
* Plan on one early summer meeting and at that time can figure out if want another one.
  + Will finalize a date at our next meeting this spring
  + Curriculum plans a similar meeting with a lead time to Senate so can bring to them if needed
    - Would be good to plan CASL accordingly
* Other meeting items could include:
  + Updates from HLC initiative
  + If after July startup, AtD information
  + Curriculum Committee updates
  + Test Taking booklet
  + Blue oversight

## Future Agenda Item

* Academic Coordinator Year End Assessment Overview – Karen Hicks, May 7th meeting

## Meeting Declared Adjourned at 1:15pm

* Next meeting Friday, May 7, 2021 from 12:30pm to 2:00pm, via Webex.
  + Last meeting for the 20-21 Academic Year
  + First meeting for the 21-22 Academic Year
    - August 27, 2021 from 12:30-2pm
      * First day of fall 2021 semester is August 18, 2021

*Respectfully submitted by note taker Terri Christian*

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