**Notes**

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

Meeting Held Friday, September 11, 2020, from 12:30 – 1:40pm – via Webex

**Team Members:**

**Present:**

Patti Ayers, Ed Bryant, Kara Christensen, Michelle Curtin, Timothy Deines, Alex Gradilla, Nikki Gruesbeck, Karen Hicks, Mark Kelland, Mark Kohl, Lyndia Klasko, Zack Macomber, Rafeeq McGiveron, Rob McLoone, Dale Moler, Lisa Nienkark, Tracy Nothnagel, and Chuck Page.

**Absent:**

Gretchen Arthur, Dana Cogswell, and Jing Wang.

## Action Items:

* Investigate if instructors have any restriction in the type of questions they can add in IDEA.
	+ 9/14/20 update: After talking with Dana Cogswell learned that instructors can add any type of question and word it as they determine best
* Tim to bring draft of consolidated IDEA questions to next CASL meeting to finalize and get to Senate for review/approval.
	+ Tracy, Ed, and Nikki will help Tim in preparation of the draft for CASL
		- Tim will get rough draft to them week of 9/14/20 for their feedback prior to the 9/25/20 CASL meeting
* Invite Sally Welch to the 9/25/20 CASL meeting to update group on the status of online proctored testing at LCC.

**Approval of 9/11/20 Agenda**

* Call for approval of agenda.
	+ Moved and seconded
* One objection, did not have copy to review.
	+ SharePoint link uploaded to meeting chat
	+ After review no corrections made
* Motion voted on and passed, 9/11/20 meeting agenda approved.

**Approval of 8/28/20 Notes**

* Call for correction/approval of minutes.
* Hearing no corrections minutes were approved without objections.

## Universal Fall 2020 IDEA Course Evaluation question(s) – discussion

* Intent is to create a pool of questions, related to the online course response to the COVID-19 crisis, that instructors can choose to add to their fall 2020 semester IDEA course evaluations.
	+ Give students ability to voice their feelings of the course and effects of COVID-19
	+ Present finalized pool of questions to Senate
* Question: Are there any restrictions to the type of questions instructors can add to their IDEA Course Evaluations?
	+ Can they be multiple choice, rated, and/or comments type questions?
	+ During meeting unsure if there was a needed structure to follow.
	+ 9/14/20 update: After talking with Dana Cogswell learned that instructors can add any type of question and word it as they determine best
* Group discussion followed with many question options given.
	+ Tim to bring draft of consolidated IDEA questions to next CASL meeting to finalize and get to Senate for review/approval.
		- Tracy, Ed, and Nikki will help Tim in preparation of the draft for CASL
			* Tim will get rough draft to them week of 9/14/20 for their feedback prior to the 9/25/20 CASL meeting

## Perceptions of Online Assessment discussion

* LCC has no secure proctored testing at this time.
	+ Manageable if this is short term but a concern if it will be the situation for the entire semester
	+ Sally Welch will be asked to come to the 9/25/20 CASL meeting and discuss the status of LCC proctored testing availability and its priority in Testing Services plans
	+ Does this affect our assessment efforts?
		- Possible to work around this situation with varied assessment tools
* Mark Kelland is part of the Embedded Academics group and will bring up this topic in their next agenda.
	+ To see if any contingency plans are in place
* Center for Student Access can get people to read online quizzes.
	+ eLearning can add readers to D2L when given their access codes from the Center for Student Access
* Next Senate Meeting should also discuss this topic
	+ Perhaps ask Matt Lemon to attend and discuss future plans

## Subgroup Assignments

* New Course Evaluation System Deployment Support
	+ Ed, lead
	+ Kara
	+ Karen
	+ Nikki
	+ Lyndia
	+ Lisa
	+ Tracy
* Co-Curricular Assessment Plan
	+ Karen and Mark, leads
	+ Patti
	+ Alex
	+ Chuck
	+ Michelle
	+ Tim
	+ Mark Kohl
	+ Rob
* ELO Outcomes Statement Approval Process
	+ Tim
	+ Michelle
	+ Mark Kelland
	+ Rafeeq
	+ Zack

## New Business

* Group asked if new anyone had new business to discuss.
* No new business presented, meeting adjourned.

## Adjourned 1:40 pm

* Next meeting Friday, September 25, 2020 from 12:30pm to 2:00pm, via Webex.

*Respectfully submitted by note taker Terri Christian*

Lansing Community College is committed to providing equal employment opportunities and equal education for all persons regardless of race, color, sex, age, religion, national origin, creed, ancestry, height, weight, sexual orientation, gender identity, gender expression, disability, familial status, marital status, military status, veteran's status, or other status as protected by law, or genetic information that is unrelated to the person's ability to perform the duties of a particular job or position or that is unrelated to the person's ability to participate in educational programs, courses services or activities offered by the college.

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies: Equal Opportunity Officer, Washington Court Place, 309 N. Washington Square Lansing, MI 48933, 517-483-1730; Employee Coordinator 504/ADA, Administration Building, 610 N. Capitol Ave. Lansing, MI 48933, 517-483-1875; Student Coordinator 504/ADA, Gannon Building, 411 N. Grand Ave. Lansing, MI 48933, 517-483-1885; Sarah Velez, Human Resource Manager/Title IX Coordinator, Administration Building, 610 N. Capitol Ave. Lansing, MI 48933, 517-483-1874; Christine Thompson, Student Title IX Coordinator, Gannon Building, 411 N. Grand Ave. Lansing, MI 48933, 517-483-1261.