

# Committee for Assessing Student Learning (CASL) - Minutes

Meeting Held Friday, February 11, 2022, from 12:30 – 1:30pm – via Webex

## Team Members:

### Present:

Patti Ayers, Timothy Deines, Sandra Etherly-Johnson, Karen Hicks, Heidi Jordan, Mark Kelland, Mark Khol, Zack Macomber, Rafeeq McGiveron, Rob McLoone, Dale Moler, Tracy Nothnagel, Chuck Page Danielle Savory and Kara Wiedman.

### Absent:

Dana Cogswell and Melinda Hernandez.

## Action Items:

* Tim to contact Megan Lin and Lisa Nienkark about attending a future CASL meeting.
* Learning lab group think about which adjusted category interested in pursuing and come to the next meeting with a sense of values you could see on assessment for discussion.
  + Tim is very interested in pursuing the Assessment Checklist
* Blue group will work on [Blue User Guide](https://lansingcc.sharepoint.com/:w:/r/sites/Interdivisional/SteeringCommitteeCASL/_layouts/15/Doc.aspx?sourcedoc=%7B9DC98E2B-D97C-4CD6-982E-1D3F2857739C%7D&file=Blue%20User%20Guide_draft.docx&action=default&mobileredirect=true), with any other CASL member input, and PA day demonstration.
* Research Group will discuss how to incorporate their work with Karen’s during the next CASL meeting.
* All CASL members requested to think about and hopefully submit some agenda items to Tim for future meeting discussions.

## Approval of 02/11/22 Agenda

* Call for approval of agenda.
  + One change, May PD changed to May PA days.
* Hearing no objections, the agenda stands approved with change.

## Approval of 1/28/22 Notes

* Call for correction/approval of minutes.
* Hearing no objections, the minutes stand approved.

## Workgroup Check In – Discussion

* Discussion of either continuing with existing workgroup layout from fall 2021 semester or possibly adjusting the groups to look like the possibility listed in the agenda.
* Would not lose work already done, would be incorporated into adjusted work.
* Group determined the adjusted schedule would be worth pursuing, following is list from the agenda and tasks each group will pursue.

### Blue Group

* Lead: TBD
* Coordinate, design, facilitate May PA days session.

### Research Group

* Lead: Karen
* Apply current research, and investigate further as needed, to part of assessment training documents being prepared by Karen for LCC – refer to LCC training program details following this section.
  + Would go into Module 2: Ways to Assess Student Learning

### Assessment Learning Lab

* Break into two new subgroups to work on following tasks.

#### Equitable Assessment Checklist

* Lead: TBD
* Checklist faculty can use to assess the equitability of their learning outcomes and assessment methods.
  + Goal for a one page document

#### Student Involvement in Assessment

* Lead: TBD
* Materials, activity, and so on to increase transparency of assessment design and administration.

### Tasks for whole CASL group to work on together

#### Assessment Integrity

* Lead: TBD
* Co-leads: Tim and Karen
* Create content for college wide assessment training program – refer to LCC training program details in next section of these minutes.
  + Module 4: Assessment Integrity
  + Collaborate with Academic Senators

#### Blue User Guide Draft

* Put on the [CASL SharePoint](https://lansingcc.sharepoint.com/:w:/r/sites/Interdivisional/SteeringCommitteeCASL/_layouts/15/Doc.aspx?sourcedoc=%7B9DC98E2B-D97C-4CD6-982E-1D3F2857739C%7D&file=Blue%20User%20Guide_draft.docx&action=default&mobileredirect=true) site.
  + Request, as their time allows, all members to review the section on Formative Evaluations and give feedback before next meeting.
* Will incorporate feedback into final draft to be posted on CTE website

#### Create future CTE workshops

* Would be sensitive of member’s workload.
* Future agenda item: Invite Megan Lin to CASL meeting to discuss how might happen.

## Details regarding the LCC Assessment Training Program

* CTE requested Karen put together something for faculty.
* Planning to have 4 Modules:
  + Module 1: Student Learning Assessment Basics
    - Assessment 101, what assessment is and what it is not
    - Levels of assessment
    - Could also be used to help onboard new CASL members
  + Module 2: Ways to Assess Student Learning
    - Use a lot of the research already gathered by the Research Workgroup here
    - Provide assessment tools for faculty
  + Module 3: Using Student Learning Assessment Evidence
    - Explains what can be done when faculty gets their assessment data
  + Module 4: Assessment Integrity
    - Whole CASL group work on and take to the Academic Senate
    - Assessment is one piece of the larger picture of academic integrity
* Karen welcomes any involvement from CASL members on any module
  + Could include writing of material, collaborating on what content should be in the material, and/or presenting the material
  + Message made more powerful when comes directly from faculty rather than from an administrator

## Assessment Values - Discussion

* Discussion overlapped between this agenda item and previous ones.
  + Will also continue in future CASL meetings
* Important to get what academic integrity means from other institutions viewpoint as well as LCC’s.
  + See what LCC is doing in house and compare with what others are doing
  + Important for students transferring from one institution to another not to be confused between the two
* Will be a big part of the LCC assessment training work.
  + Could get Assessment Coordinators involved with this training material as well
* Assessment integrity issues have common values that can be practiced or applied in a wide variety of courses.
  + It can be a lot more than making sure students aren’t cheating
  + Assessment Integrity can include design choices.
* Work on this subject could inform Student Judicial Affairs as well as faculty.

## New Business & Future Agenda Items

* Invite Megan Lin and Lisa Nienkark to CASL meeting to discuss ways CASL can participate in CTE workshop creation.
  + Will try for next meeting if her calendar allows, thinking first 15 – 20 minutes
* All CASL members requested to think about and hopefully submit some agenda items to Tim for future meeting discussions.
* Invite Quality Initiative subcommittee members to give an update of their work.
  + Possibly two or three meetings from now

## Meeting Adjourned at 1:30pm

* Next meeting Friday, February 25, 2022 from 12:30pm to 2:00pm, via Webex.

*Respectfully submitted by Terri Christian*

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