# LCC Logo

# Committee for Assessing Student Learning (CASL) - Notes

Meeting Held Friday, November 19, 2021, from 12:30 – 2pm – via Webex

## Team Members:

### Present:

Patti Ayers, Karen Hicks, Heidi Jordan, Mark Kelland, Mark Khol, Zack Macomber, Rob McLoone, Dale Moler, Tracy Nothnagel, Chuck Page, Danielle Savory, and Kara Wiedman

### Absent:

Dana Cogswell, Timothy Deines, Sandra Etherly-Johnson, Melinda Hernandez, and Rafeeq McGiveron.

### Guest:

Cheryl Garayta

## Action Items:

* Karen to continue finalizing the, “Institutional-Level Student Learning Outcome Process Development” document.
	+ Can find it in our [CASL SharePoint site in the ELO Folder](https://lansingcc.sharepoint.com/%3Aw%3A/r/sites/Interdivisional/SteeringCommitteeCASL/_layouts/15/Doc.aspx?sourcedoc=%7B9FD6395C-40A4-4A9A-85F9-89D22136C171%7D&file=CASL_ELO%20recommendations%20and%20interpretations_draft%20fall%202021.docx&action=default&mobileredirect=true)
* Karen to reach out to other faculty that used Formative Midterm Evaluations during fall semester and discuss possibility of their panel participation during a PA day presentation.
* Still time to join the CC – CASL Workgroup, let Karen know if you haven’t already done so.
* Karen to work on getting updates on Quality Initiative projects to report at next meeting.
* Continue progress with CASL Workgroup items.
	+ Post questions or comments to share on the CASL Webex Team site
	+ Let Tim or Karen know if need other tools to complete your work

## Approval of 11/19/21 Agenda

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

##  Approval of 11/05/21 Notes

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

## Housekeeping

### PA days Formative Midterm Evaluations

* Plan is to have a presentation on afternoon of January 5, 2022.
	+ Proposed format: Karen to introduce general assessment procedures then go to panel of members who participated during Fall semester.
	+ Panel to discuss their experience with process and what they did with it.
* Will spend time during last CASL meeting for this semester to work out details.
* Asked for volunteers for Panel: Mark Kelland and Heidi Jordan will do.
	+ Karen will reach out to others individually
	+ Request other CASL members show up at this presentation to give their support, even if they are not on the panel
* Group liked the design format for the presentation and had no other comments.

## Interpretation and meaning making of educational learning outcomes (ELOs)

### 75% Minimum Target ?

* Group liked the proposed 75% minimum target number.
* Would like to explain why that number is chosen as part of the report.

### Should we use ranges and what would they look like?

* Ranges discussed, final determined to use at this time:
	+ Blue, Excellent, 90-100%
	+ Green, Good, 75-89%
	+ Yellow, Caution, 65-74%
	+ Red, Warning, 64% and below
* Noted that the 75% Good range aligns with Achieving the Dream (AtD) guidelines as well.
* Understood that 100% is the goal but the range of 90-100% is a reasonable expectation.
* These can be reexamined during the ELO review period, every four years.

### Additional factors to offer faculty regarding interpretation of results

* Expand on category of outcomes of over time.
	+ Look for trends and patterns beyond one semester
		- Remember to consider the different levels of student participation known to occur during Fall/Spring/Summer semesters.
	+ Consider the effects of uncommon events that occur
		- Such as COVID right now
		- Another example was the recession in 2008 when there was a 20% increase of students enrolling

### Next Steps

* Karen will continue finalizing the document.
	+ It can be found in our [CASL SharePoint site in the ELO Folder](https://lansingcc.sharepoint.com/%3Aw%3A/r/sites/Interdivisional/SteeringCommitteeCASL/_layouts/15/Doc.aspx?sourcedoc=%7B9FD6395C-40A4-4A9A-85F9-89D22136C171%7D&file=CASL_ELO%20recommendations%20and%20interpretations_draft%20fall%202021.docx&action=default&mobileredirect=true)

## Workgroup check-ins

* Nothing to report at this time.
* Requested that groups let Tim and Karen know if existing tools are working well or if something different is needed.

## New Business & Future Agenda Items

### Curriculum Committee (CC) + CASL workgroup.

* Subgroup restarting, first leadership meeting Dec. 7th
* Please let Karen know if want to join or continue from last year
	+ Interested folks from today’s meeting: Danielle Savory and Mark Kelland
* Will be focused on:
	+ Reviewing processes of who does what in the reviews for course proposal changes
		- Calibrating the two committees work, make sure communication lines are open and everyone is on the same page
	+ Evaluation weights and distribution of those weights
		- Written document to give to faculty for reference
	+ Need to create a process where programs can change their PLOs on demand

### Updates on Quality Initiative Project requested

* Karen will work on getting those for the next meeting.

## Adjourn to Breakout Groups at 1pm

* Groups broke into 3 breakout sessions for the rest of the meeting.

## Next Meeting

* Next meeting Friday, December 3, 2021 from 12:30pm to 2:00pm, via Webex.

*Respectfully submitted by Terri Christian*

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