

# Committee for Assessing Student Learning (CASL) - Minutes

Meeting Held Friday, September 9, 2022, from 12:30 – 1:30pm – via Webex

**-Approved 9/23/22-**

## Team Members:

### Present:

Dana Cogswell, Timothy Deines, Melinda Hernandez, Karen Hicks, Heidi Jordan, Mark Kelland, Zack Macomber, Rafeeq McGiveron, Rob McLoone, Tracy Nothnagel, Chuck Page, Danielle Savory and Kara Wiedman.

### Absent:

Patti Ayers and Mark Khol.

## Action Items:

* CASL group, reflect on questions from Karen’s Annual Assessment Outcomes presentation and bring back answers ready to discuss at next meeting (9/23/22).
	+ Terri will send out separate email to group with questions for review and SharePoint link to report
* Will continue Webex only meetings for this Academic Year.
* Tim to let Eliza know CASL recommendations on term limits/charter information:
	+ Add missing statement to website Charter information regarding member selection, should be same as every other charter, “Member and Chair Selection: Will be appointed by the President of the Academic Senate.”
		- Also, request removal of a linked document, titled “CASL Charter,” currently on the Charter portion of the CASL website
	+ CASL voted to have no term limits for either Chair or Committee Members
* Tim to contact Brenda Brown about possible CASL membership.

## Approval of 09/08/22 Agenda

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

##  Approval of 4/08/22 Notes

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

## Annual Assessment Outcomes Highlights, Karen Hicks

* Brief overview of analysis done over summer, [SLO SharePoint link](https://lansingcc.sharepoint.com/%3Aw%3A/r/sites/Interdivisional/CASL/_layouts/15/Doc.aspx?sourcedoc=%7B220BB868-C162-469B-ADE0-EC1604BE1843%7D&file=LCC%20Assessment%20Results%202021-2022-final-ada.docx&action=default&mobileredirect=true).
* After CASL discussion at next meeting will share with Academic Senate then with Board of Trustees in October.

### Group asked to reflect on the following questions and bring back answers at next meeting:

1. What do we make of the numbers?
2. What do we think about the ways we go about collecting evidence of student learning?
3. Are all students meeting the minimum competency?
	1. Why or why not?
4. How may we, as a CASL Committee, influence these numbers, or help others influence these numbers?
5. How may the assessment processes (how data is collected, analyzed) be improved?
6. How may I use this information for my teaching and learning?

### Questions/Comments

* What does the “unknown” category stand for? It is found in the detail breakdowns in both gender and race ethnicity groups. This is separate from the “non-disclosed” category.
	+ Response: Unlike Banner, where student IDs and demographics are quickly obtained, the link from D2L, where grades are located, to student demographics must be calculated by hand. This work will take several years to get them all aligned. The “unknown” category is the group of students that could not be matched over the summer analysis time frame.
* Is there a potential that students would be counted twice?
	+ Response: This report counts the number of assessments not number of students. Students taking more than one course would receive multiple assessments but that doesn’t affect the data because the assessments are what is being analyzed.
* What role can CASL play here?
	+ Support faculty assessment choices and language.
		- Help develop shared definitions and parameters throughout the college
			* Example: Some Faculty will enter a grade as 100% and others as 4.0 to mean the same thing – makes analysis difficult and sometimes data must be pitched because of this difference in recording assessment
			* Other times there is missing data, unknown if the student attempted the assessment or not and that also makes recording assessment more guess work
	+ Communicate definitions and parameters with colleagues to increase awareness and therefore increase data quality
* Zeros are not included in the assessment analysis.
	+ Reason is that assessment measures learning, not behavior, and most zeros are from lack of attempting the assessment tool (a student behavior).

## Walk Through Formative Evaluation Process Example, Tim

* Tim walked through the process for setting up one of his course formative evaluations.
* No questions following demonstration.

## Discussion of F2F options for meeting this year

* A motion to have a F2F gathering in spring for elections was defeated in Senate.
	+ They will continue with Webex only meetings this Academic Year
* What are CASL thoughts?
	+ Good to have us, the subcommittee, mirror the Senate decision
	+ Most members commented they like the online meetings
* Will continue Webex only meetings for this Academic Year and revisit next fall.

## Continue term limits for CASL discussion/

### Summary of previous emails:

* Most do not favor term limits, but several are flexible on this.
* The committee Chairs, in consultation with the Senate President, should review membership annually with an eye towards achieving balance between membership composition and continuity.
* The needs of committees should be considered - through Chair/President consultation - but the final decision is the Senate President's.
* New membership should always be encouraged and even insisted upon, but continuity is important.
* Technically, as in Academic Senate bylaws, the charter determines how the membership is chosen, and the Academic Senate determines the content of the charter.  So, the final decision ultimately lies with the Academic Senate – in their role of determining what is in the charter of a standing committee.
* The bylaws require the President to review membership annually, but any changes would then have to comply with the charter’s guidelines.

### Discussion

* How does someone join CASL?
	+ Contact Tim who can talk with them and then bring their name forward for Senate President to approve.
	+ Brenda Brown is interested in joining CASL
		- Tim had not heard from Brenda but will reach out to her
* We should add a statement on our charter page to match all other subcommittees:
	+ “Member and Chair Selection: Will be appointed by the President of the Academic Senate.”
	+ This statement does exist in an attached document to the website via a link “CASL Charter”
		- However this document is redundant and can be removed for clarity once the statement is added to the website itself

### Motions

* Mark Kelland moved, that we recommend to senate that we update our charter members appointment to academic senate statement on website and no term limits.
	+ Heidi seconded
	+ No objections motion passed – except clarification requested:
		- Charter members including Chair without term limits?
			* Mark said yes, that was his intent
			* Heidi withdrew second for more discussion
* Mark Kelland moved, the term of Chair be for three years and until a new chair is identified.
	+ Intent is that Chair can continue if no new Chair is available/volunteered
	+ Heidi seconded
	+ Zack and Tracy objected - discussion
		- Steep learning curve for Chair position. Recommend no term limits.
		- Chair must be an elected Senate member so if person is not part of Senate then natural term limit applies and another Chair needs to be found
		- If Chair not doing their job can be replaced per Senate President
		- Senate President would also need to keep on any equity items of keeping same Chair if they occur
	+ Motion not forwarded to vote
* Mark Kelland made motion to remove term limits for both CASL Chair and CASL members.
	+ Zack seconded
	+ Voted in favor of motion, motion approved

### Next Steps

* Tim to let Eliza know CASL recommendations on term limits/charter information:
	+ Add missing statement to website Charter information regarding member selection, should be same as every other charter, “Member and Chair Selection: Will be appointed by the President of the Academic Senate.”
		- Also, request removal of a linked document, titled “CASL Charter,” currently on the Charter portion of the CASL website – it has duplicate information and is not needed once requested addition is made
	+ CASL voted to have no term limits for either Chair or Committee Members
		- Expect the annual review of the sitting Academic Senate President will help with maintaining diversification of group
		- Expect the requirement that a Chair must also be an elected Senate member will be a natural term limit

## Discuss ideas for upcoming meetings

* Anticipating question on how to manage cheating from faculty.
* Review CASL reflections on Assessment report.

## Meeting Adjourned at 1:47pm with no objections

* Next Meeting Friday, September 23, 2022 from 12:30pm to 2:00pm, via Webex.

*Respectfully submitted by Terri Christian*

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