

# Committee for Assessing Student Learning (CASL) - Minutes

Meeting Held Friday, January 13, 2023, from 12:30 – 1:30pm – via Webex

## Team Members:

### Present:

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

### Guest:

Cheryl Garayta

## Action Items:

* Work on CASL presenting a motion to Senate to standardize certain gradebook language.
	+ Mark Kelland and Karen to work on resolution to put before Senate regarding gradebook alignment – will get to group before next meeting for review
* Karen to share LCC AC documentation she has compiled over the past couple of years with group to review before next meeting.
* CASL members asked to review existing charter and be ready to discuss at a future meeting.
	+ Charter can be found
		- On [CASL Website](https://www.lcc.edu/provost/senate/casl.html), part of Academic Senate website
		- On [CASL SharePoint Site](https://lansingcc.sharepoint.com/%3Aw%3A/r/sites/Interdivisional/SteeringCommitteeCASL/_layouts/15/Doc.aspx?sourcedoc=%7B4755050D-C137-478D-BCEB-632F6987C7E6%7D&file=1.20.17_Approved%20CASL%20Charter.docx&action=default&mobileredirect=true)
			* Note: last updated 1/20/17, newly removed term limits have not been made at this time

## Approval of 1/13/23 Agenda

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

##  Approval of 12/02/22 Minutes

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

## Debrief CTE PA Days – Thursday January 5, 2023

* General consensus it was fine: Not a waste of time for attendees, no problems with presentation, and helped keep assessment on people’s radar.
* Possible improvements:
	+ More team planning on what to present/discuss
		- Perhaps have as a future agenda item
	+ Increase attendants participation, get them doing not just thinking assessment
		- Perhaps give future notice that attendees should bring 1 learning outcome from their course to work on during the session

## Discuss how CASL engages with Academic Senate in future

* Create a back and forth relationship with Senators.
	+ Get input from them that we use to form an agenda that is responsive to faculty needs.
		- Useful process but unsure what that would look like. Ideas?
* Need to create a sense of drive from the faculty, not impress items upon them.
* One option, a sequential approach: Present items that are working well, then talk about programs in transition then move toward programs that haven’t gotten started on this.
	+ Goal would be by end of semester programs/faculty would be asking how they could get involved
	+ Emphasize this is not about faculty, or grades, but what is good for the students
* Ask Academic Assessment Coordinators (ACs) if they would be willing to present to the Senate.
	+ Karen will bring this up at her next AC meeting and ask for volunteers
	+ Karen could also speak on AC behalf
* Define goal of interaction with Senate required.
	+ Are we informing what CASL is up to?
	+ Are we trying to help Senators overcome hesitancy in regards to assessment?
		- If yes then need to highlight friction points such as:
			* Paranoia of standardization
			* Restriction of academic freedom
	+ Goal is student learning and raising the floor or student learning across the campus by using assessment tools.
* CASL should be framing the discussion.
	+ Guiding the improvement and coordination of assessment campus wide
		- Items such as common terminology to improve assessment reporting
	+ Bringing items before the Senate for them to endorse, comment upon, and communicate with their constituents
		- Senate acts as advice givers to CASL, sharing constituent (faculty) feedback
			* This requires us giving them something to give us feedback on
	+ CASL advises Senate who then advises LCC Administration
		- Example: If CASL came to a decision that every program of a certain size and every department needed an Academic Assessment Coordinator would then take idea and supporting rational to Senate. Senate would review, give faculty feedback, and if approve then take to Administrators.
			* Senate serves function of letting CASL know what faculty is thinking and being a bridge to articulate items to Administrators
		- This is how CASL can impact change and move forward in a positive direction
* In CASL Charter, CASL is charged with information gathering from people we are representing
	+ Need tools to do this
		- Would like to see a repository where assessment reference information lives
			* Items such as rubrics or information on what active learning is all about; process charts for how assessment works
			* Can look at other schools’ websites for ideas
* Another potential option: Get on a cycle with Senate where first CASL presents questions for senators to take to their constituents. Second, senators come back with information a few weeks later.
	+ Example, standardizing terminology used in gradebooks to help with assessment data gathering
	+ Issue is that these are not short requests, getting departments to look at their systems and make changes is a big ask.
		- Perhaps try and link into the Program Review system?
			* Challenge with this is that PR focus is mainly on gateway courses this would need to cover all
		- Also need way for Senate to get information back to us and for CASL to show how it is used
* Should CASL reexamine its charter?
	+ See if it needs focusing. Any changes would be brought before Senate to approve and that could help start future communications between the groups
* As Director of Assessment what are some of the big picture items Karen would like to see?
	+ Systemic items:
		- Getting assessment language added to job descriptions for faculty
		- Adding assessment information in onboarding programs
		- Permanent Assessment Coordinators in every program
	+ Foundational knowledge across campus
		- Can’t move forward until we are ready for it. Have to have quality mapping between outcomes and methods.
		- Until we get foundational items cleaned up not sure there is technology to serve our purposes well
			* Conversations between Karen and LCC D2L System Admins are currently taking place to learn more about LCC's assessment data/analytic needs
* Future Agenda item: Continue this discussion and determine next steps
	+ Do we create a subcommittee to evaluate what is needed – something actionable to take to Senate?
	+ Do we need to reexamine CASL charter with focus on charges to committee?
	+ Do we need to be the voice of Director of Assessment’s needs?
	+ Do we need to create a website or other space for easily discoverable information college-wide to help with assessment decisions?
* Potential Action items:
	+ CASL present a motion to Senate to standardize certain gradebook language.
		- This is a first step in aligning outcomes and methods, will start conversations between faculty and is something HLC will be looking for during their upcoming site visit
		- Begin to build support for this idea
		- Something that is easy to explain and a foundational step for future assessment growth
	+ CASL take report to Senate regarding need for Assessment Coordinators
		- Again, timing is good to move on this with HLC site visit coming soon (major reaffirmation 1 ½ years away)
		- This also needs to be put before the Budget Committee
			* Money needs to be built into a program’s budget for ACs and a structured approach can be developed for them on how to request that money
			* Would also fit with another CASL charter charge to work with other committees
			* This needs to be done right away, budget process is already happening
		- Big issue is that need programs who will use the ACs. Not worth fighting for them only to not have programs ready to work with them and align assessment items.
			* May not be ready for this step yet but can begin to create a foundation for it in the future by demonstrating the value of assessment and assessment coordinators to the Senate
		- Ideal would be for each program area to have 1 Assessment Coordinator
			* Or at least have student assessment as part of an expected Program Operation Plan (pop)
				+ Many don’t understand the difference between program and student assessment
				+ Having a POP that includes this sets expectation of faculty work time spent on this topic
			* Changing HR form to include student assessment as a faculty expectation has also been mentioned
		- Determined not ready for this action item yet but need to start working on groundwork for it – see future agenda item, subcommittee idea
* Senate had a lot of enthusiasm at morning’s meeting regarding the general student profile mentioned in the PA days featured speaker’s presentation.
	+ Linking assessment methods as a way to understand our student profile might be a good way to encourage positive change towards faculty views of assessment and where it fits in their programs

## Question to group: Does CASL want to create a CTE Spring 2023 Workshop?

* Issue is getting people to go to a workshop.
* Assessment training already exists but people need to take it.
* CASL determined to focus energy on other items at this time, such as reexamining CASL charter.
* Future Action Item: CASL members asked to review existing charter and be ready to discuss.

## Future Agenda Items

* Discuss forming a subcommittee to explore Assessment Coordinators
	+ Explain purpose
	+ Prove usefulness with concrete examples
	+ Use this information to begin getting other people on board with the idea of needing more
	+ Danielle, Brenda, Karen willing to work on this committee – others?
* Will keep next meeting’s agenda down to 2 items.
	+ Working session
	+ Focus on first then if resolve move to second but no more.
	+ Items: 1. Gradebook alignment, 2. Getting support for ACs
* Action Items:
	+ Karen to share LCC AC documentation she has compiled over the past couple of years with group before meeting
	+ Mark Kelland and Karen to work on resolution to put before Senate regarding gradebook alignment

## Meeting Adjourned at 2pm with no objections

* Next Meeting Friday, January 27, 2023 from 12:30pm to 2:00pm, via Webex.

*Respectfully submitted by Terri Christian*

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