



## Minutes – approved 11/01/24

**Name of Committee or Team:** Committee for Assessing Student Learning (CASL)

**Support Documents Link:** [CASL Senate website](#); [CASL SharePoint](#); CASL Space on Webex

**Recording link:** N/A

- **Committee Members Present via WebEx:** Anna Mitterling, Dana LaMacchia, Danielle Savory, Ed Kabara, Heidi Jordan, Homa Ghausi Mujtaba, Joshua Galat, Kara Wiedman, Mark Kelland, Melinda Hernandez, Rafeeq McGiveron, and Zachary Macomber.
- **Resource/Ex-officio Members Present via WebEx:** Dana Cogswell, Karen Hicks, and Nicole Olszowy.
- **Guest(s):** Cheryl Garayta and Lisa Nienkark.
- **Scribe:** Terri Christian

**Date:** 10/18/24

**Time:** 12:32 – 2pm

**Room:** Via Webex

Agenda Item	Tentative Time	Discussion	Next Steps
Approval of the 10/18/24 Agenda		<p><b>Approved</b></p> <ul style="list-style-type: none"> <li>• Karen requested to move ELO Review Process to next meeting when her guests are available to attend.</li> <li>• Updated agenda approved without objection.</li> </ul>	N/A
Approval of the 10/04/24 Minutes		<p><b>Approved</b> Without objection.</p>	N/A
Welcome New Member: Ed Kabara, Biology		<p><b>Welcome Ed!</b></p> <ul style="list-style-type: none"> <li>• Ed noted that he teaches both Biology and Chemistry.</li> <li>• Group introduced themselves using the chat.</li> </ul>	N/A
ELO Review Process Continued		<p><b>Postponed until next meeting</b> Per updated agenda</p>	Will be on 11/1/24 agenda.
How will CASL lead efforts to raise faculty's assessment awareness		<p><b>Faculty Engagement</b></p> <ul style="list-style-type: none"> <li>• <b>Faculty Buy-In:</b> Faculty need to lead the assessment efforts; this initiative should be faculty-driven, with their buy-in essential for success.</li> <li>• <b>Visibility:</b> Faculty want to be proud of and celebrate their assessment efforts. It's important to raise awareness of the benefits and make it visible across the college.</li> </ul>	Karen and Heidi to take faculty input from this discussion to Provost. Karen to report back with Provost's thoughts next meeting.

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		<ul style="list-style-type: none"> <li>• <b>Time and Support:</b> Faculty require time and compensation if assessment is a priority, as additional tasks strain their workload. There is a need for better alignment of responsibilities, possibly through course reassign time or other forms of support.</li> <li>• <b>Program Director and Supervisor Involvement:</b> Involvement of department supervisors, academic coordinators, and program directors in training can provide necessary support and ensure they understand both the assessment process and what is being asked from faculty.</li> </ul> <p><b>Tools</b></p> <ul style="list-style-type: none"> <li>• <b>Cheat Sheet:</b> Develop a “cheat sheet” of assessment basics to simplify the process and raise awareness.</li> <li>• <b>Workshops and Panels:</b> Organize workshops, panel discussions, and “food for thought” series on assessment. Involve both CASL and non-CASL participants to reach a broader audience.</li> <li>• <b>CTE Learning Series:</b> CTE can host a “Learning About Learning” series focusing on assessment, bringing more visibility and engagement from faculty.</li> <li>• <b>One-Pager:</b> Share one-page summaries during presentations to help faculty understand complex topics in a digestible format.</li> <li>• <b>Continue Website development:</b> A faculty based informational website with real life examples of how assessment techniques and tools can be put into action is invaluable.</li> <li>• <b>Super Group:</b> Consider forming a cross-departmental team (eLearning, CTE, CASL, CDS) to work with faculty on course design and assessment, potentially offering time-saving support.</li> </ul>	<p>Mark will create a faculty assessment “cheat sheet” and bring back next meeting for CASL review.</p>

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		<p><b>Challenges and Concerns</b></p> <ul style="list-style-type: none"> <li>• <b>Workload:</b> Assessment is often seen as extra work, especially when it happens at the end of the semester. Faculty struggle with balancing course prep, grading, and assessment.</li> <li>• <b>Practicality:</b> Faculty feel that assessment is not well integrated into their work, and often feel overwhelmed by the complexity of aligning it with student success and course content.</li> <li>• <b>Clarity:</b> There is confusion about what assessment entails, with faculty unsure about what parts of their work count as assessment.</li> </ul> <p><b>Strategies</b></p> <ul style="list-style-type: none"> <li>• <b>Faculty-Led Initiatives:</b> Faculty-driven approaches need to be central to any assessment initiatives. Mark will work on drafting a cheat sheet and bring it to CASL for review, then to the Academic Senate, and ultimately to the Provost.</li> <li>• <b>Course Mapping:</b> There is ongoing work to support faculty with course mapping, and it may be useful to establish small support teams to assist faculty.</li> <li>• <b>Expectations and Accountability:</b> It's important to ensure that assessment is visible and part of the college's formal expectations. This includes making assessment a priority at the system level and involving college-wide standards in planning.</li> <li>• <b>Balancing Creative Process:</b> Faculty express concerns about losing the creative element of course design in overly structured assessment processes. Words like "institute" should be used carefully to avoid discouraging participation.</li> </ul>	
<p><b>Course mapping</b> - standing agenda item</p>		<p><b>EMS and PSYC Course Progress</b></p> <ul style="list-style-type: none"> <li>• Almost finished working with EMS program on their three courses and Mark's PSYC course.</li> <li>• Final sessions will be focused on creating an assessment and data plan.</li> </ul>	<p>Contact Karen Hicks directly if interested in your course participating in this process. She will</p>

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		<p><b>Upcoming</b></p> <ul style="list-style-type: none"> <li>• 2 courses in Anthropology and BIOL 120 have requested to participate.</li> <li>• Tools being developed and will be shared with faculty.</li> </ul>	help schedule with the design team.
<p><b>CASL Website Committee update</b> - standing agenda item</p>		<p><b>Workshop Postponed</b></p> <p>Due to several faculty leaving the meeting early, Mark moved to postpone the planned workshop until next meeting.</p> <ul style="list-style-type: none"> <li>• Karen seconded the motion.</li> <li>• No further discussion.</li> <li>• Hearing no objections, the workshop is postponed until the next meeting.</li> </ul>	Will have workshop at next CASL meeting, 11/1/24.
<p><b>Future agenda items</b></p>		None at this time.	N/A

**Meeting adjourned at 1:26pm.**

Next meeting 11/01/24, 12:30 – 2pm, via Webex.

**WebEx Chat Information:**

Saved for all participants in Webex application, “Meeting recap” area.