



## Approved Minutes

Minutes were approved during the 10/03/25 CASL meeting.

**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:** Amy Simons, Anna Mitterling, Charles Page, Dana LaMacchia, Danielle Savory, Ed Kabara, Homa Ghaussi Mujtaba, Jesse Mills, Joshua Galat, Kara Wiedman, Mark Kelland, Melinda Hernandez, Rob McLoone, and Zach Macomber.
- **Resource/Ex-officio Members Present via WebEx:** Karen Hicks and Tracy Nothnagel.
- **Guest(s):** Eric Hufnagel, Lisa Nienkark and Wyatt Schwanbeck.
- **Scribe:** Terri Christian.

**Date:** 09/19/25

**Time:** 12:30 – 1:16PM

**Room:** Via Webex

Agenda Item	Discussion	Next Steps
Approval of the 9/19/25 Agenda	<b>Approved</b> Without objection.	N/A
Approval of the 5/2/25 Minutes	<b>Approved</b> Without objection.	N/A
Chair's Report	<ul style="list-style-type: none"> <li>• Welcome to first CASL meeting of the academic year.</li> <li>• Introductions were given by all attendees.</li> </ul>	N/A
<p><b>DEIB Practice in Assessment,</b> standing agenda item</p> <p>Shared reference link of original research topics: <a href="#">Michigan Assessment Consortium Report</a></p> <p>Shared link a video example of data use from Anna Mitterling, BIOL 120:</p>	<p><b>Proposed Change to Standing Agenda Item</b></p> <ul style="list-style-type: none"> <li>• Shift focus from continued research in last year's three topics (Authentic/Collaborative Assessment; Socially Conscious/Student-Centered Assessment; Fundamentals of Assessment) to hands-on applied data experiences.</li> <li>• Wyatt Schwanbeck to present examples of data collection and analysis (e.g., course assessment reports).</li> <li>• Karen to walk through course mapping elements (using the D2L outcomes tool and course data).</li> </ul>	<p>Standing agenda item focus changed moving forward.</p> <p>Members encouraged to contact Karen Hicks and register for a 3-part D2L Course on Course Mapping.</p>

Agenda Item	Discussion	Next Steps
<a href="#">Improving Student Learning Outcomes</a>	<p><b>Discussion</b></p> <ul style="list-style-type: none"> <li>Members noted the value of CASL reviewing the D2L course mapping tools and seeing how Wyatt applies collected data.</li> <li>Strong growth with course mapping rollout; many courses have signed up this year. <ul style="list-style-type: none"> <li>CASL members are encouraged to participate and share insights with colleagues.</li> <li>All members invited to join a D2L Course Mapping Course. <ul style="list-style-type: none"> <li>First of three sessions: October 3, 2025.</li> <li>Duration: 1 – 1.5 hours.</li> <li>Contact Karen Hicks to register.</li> </ul> </li> <li>All CASL participation is optional.</li> </ul> </li> <li>Several members shared that the course mapping process provided practical applications and insights.</li> <li>Anna Mitterling shared a video of her and Adam Jaros discussing BIOL 120 Learning outcomes. <ul style="list-style-type: none"> <li>Via meeting chat: Anna gave Danielle permission to add this video to the Assessment website and/or as an Assessment Spotlight in the CTE newsletter.</li> </ul> </li> <li>Reminder: Original standing agenda items can be reinstated at any time. <ul style="list-style-type: none"> <li>Mark suggested CASL members present research on DEIB practices in assessment (e.g., defining collaborative assessment) to the Academic Senate.</li> </ul> </li> </ul> <p><b>Consensus</b></p> <ul style="list-style-type: none"> <li>This standing agenda item will focus on: <ul style="list-style-type: none"> <li>Course Mapping D2L outcomes tool</li> <li>Working with collected course data and applying interpretations in practice.</li> </ul> </li> <li>Approved without objection.</li> </ul>	
CASL Goals for AY 25-26	<p><b>Proposed Goals</b></p> <ul style="list-style-type: none"> <li>Need to clarify CASL objectives and present them to Academic Senate.</li> <li>Karen – Course Mapping/D2L Learning Outcomes Tool</li> </ul>	Mark will draft and email the two formal goals to CASL members for review.

Agenda Item	Discussion	Next Steps
	<ul style="list-style-type: none"> <li>○ Due to high program interest no need to recruit via Academic Senate, but important to inform them of progress.</li> <li>● Mark – Cocurricular Assessment               <ul style="list-style-type: none"> <li>○ There have been some changes in the Higher Learning Commission (HLC) expectations.</li> <li>○ Proposal for a simple, standardized form for cocurricular assessment reporting to HLC and possibly reference for other higher ed groups.                   <ul style="list-style-type: none"> <li>▪ Form to include: outcomes for students, activities conducted, and assessment methods used.</li> <li>▪ Applicable to a variety of cocurricular groups.</li> <li>▪ Will allow flexibility while ensuring consistency and clarity.</li> </ul> </li> </ul> </li> </ul> <p><b>Discussion</b></p> <ul style="list-style-type: none"> <li>● New standing agenda item reinforces the Course Mapping/D2L Learning Outcomes Tool goal.               <ul style="list-style-type: none"> <li>○ Members agreed this is a good one for the year.</li> </ul> </li> <li>● A simple and standardized cocurricular assessment form also met member approval as long as allows for interpretation without being too restrictive.</li> <li>● Continuous quality improvement approach: assessment process expected to evolve over time.</li> <li>● Possibility of broader impact on other colleges as CASL work develops the cocurricular form.               <ul style="list-style-type: none"> <li>○ HLC 2025 Resource Guide lists Mark as a resource for any college working on their quality initiative; LCC's last one was focused on cocurricular assessment and as we develop this tool it could be passed along to others requesting assistance.</li> </ul> </li> </ul> <p><b>Consensus</b></p> <ul style="list-style-type: none"> <li>● Mark will draft the two formal goals (Course Mapping/D2L Tool; Cocurricular Assessment) and email to the committee for feedback.</li> <li>● Tentative presentation to Academic Senate.</li> <li>● Final approval and vote scheduled for next meeting (after revisions, if needed).</li> </ul>	<p>Mark will also tentatively present the goals to the Academic Senate, noting that CASL will provide final approval at its next meeting.</p>

Agenda Item	Discussion	Next Steps
Future agenda items	<ul style="list-style-type: none"> <li>Wyatt would like to highlight some work with ENGL 121 and 122. <ul style="list-style-type: none"> <li>Given consensus with Karen this can be part of the new standing agenda item.</li> </ul> </li> </ul>	Email requests to Mark, Karen, or Terri at any time.

**Meeting adjourned at 1:16 PM.**

- Motion to adjourn was entertained by the Chair; motioned by Zach, seconded by Wyatt, and approved without objection.
- Next meeting Friday, October 3, 2025 from 12:30 – 2 PM, via Webex.

**WebEx Chat Information:**

Sent separately by Webex to all participants.

**Attachments:**

None

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