Minutes

Approved during the October 30, 2026 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:** Anna Mitterling, Chuck Page, Danielle Savory, Evi Buell, Homa Ghaussi Mujtaba, Jessie Mills, Joshua Galat, Mark Kelland, Melinda Hernandez, Rafeeq McGiveron, and Rob McLoone.
- **Resource/Ex-officio Members Present via WebEx:** Dana Cogswell.
- **Guest(s):** Cheryl Garayta and Wyatt Schwanbeck.
- **Scribe:** Terri Christian.

Date: 10/16/26	**Time: 12:30 – 2:05 PM**	**Room: Via Webex**

Agenda Item	Discussion	Next Steps
Approval of the 10/16/26 Agenda	Approved without objection.	N/A
Approval of the 10/02/26 Minutes	Approved without objection.	N/A
Chair's Report	**Housekeeping** • Recommended continuing with business as usual for how CASL meetings are conducted via Webex. • Karen and Wyatt's course mapping principles might be able to be applied to curriculum mapping that would be a helpful resource for upcoming accreditation reports. • While investigating items for the upcoming accreditation report, Mark went to his SharePoint site and realized it need updating. He's going to remind people to update their sites at an upcoming Academic Senate. ○ Working to ensure department SharePoint sites remain updated and that faculty take ongoing site maintenance seriously. **AI Hub Integration** • The LCC AI Hub was discussed at Academic Senate. • Mark, Wyatt, Karen, and Anna may meet with AI Fellows to request a dedicated CASL section on the AI Hub site.	• Wyatt and Anna to make sure the AI Workgroup knows they are also CASL members and investigate the possibility of an Assessment Section being established there. • Subcommittees focus on action plans and let Mark know if want any space during the January PA Days.

Agenda Item	Discussion	Next Steps

	• Wyatt and Eliza Lee have been collaborating with the AI Workgroup, and several materials are already published. Establishing a designated CASL section will streamline these resources.
	• Both Anna and Wyatt serve on the broader AI Workgroup and can represent CASL while there.
	
	Subcommittee Action Plans
	• After attending a recent AALHE webinar, Mark was disappointed by the quality of the presentation but it motivated him to challenge CASL subcommittees to create presentations, or other materials, they can be proud of for future PA Days and other events.
	• Center for Teaching Excellence (CTE) requested session proposals for January Professional Activities (PA) Day during Academic Senate.
	  ○ Proposals are due October 28th. Mark will speak with Suzanne Bernsten, Directory of CTE, regarding potential slot reservations if anyone from CASL is interested.
	  ○ Suggested featuring Wyatt's Rubric Presentation as a potential PA Day offering.	

Course Mapping & Data Application, standing agenda item Link to PPT Slides: Gradebook Organization and Intentional Design	**Presentation: Gradebook Organization & Intentional Design** • Wyatt Schwanbeck presented on organizing gradebooks from an assessment analyst perspective. • Emphasized using clear, specific naming conventions for gradebook items and categories rather than generic labels like "Exam 1" to better track student progression and align with learning outcomes. • Demonstrated how clear data structure (who, what, when, where) allows for deeper analysis of learning outcome mapping. • Conducted a live Slido poll regarding the formatting of dates in D2L gradebook item titles (such as spacing variations, dots, underscores, or week references). **Discussion: Gradebook Formatting & Compliance** • **Audit Requirements:** Historical context was shared regarding federal financial aid audits between 2012 and 2018. Specific due dates in gradebooks help establish a student's last date of attendance if a faculty member is no longer available.	• **CASL Committee Leadership** to explore reactivating the joint Curriculum Committee and CASL workgroup to address and revise grading criteria standards on master syllabi. • **Wyatt Schwanbeck** to gather and archive the draft course mapping activity files submitted by the breakout groups for future demonstration and reference.

Agenda Item	Discussion	Next Steps
	• **Faculty Operations:** Changing date strings manually in D2L every semester was noted as a significant administrative burden for instructors. • **Third-Party & Publisher Constraints:** Certain integrated electronic resources prohibit altering assignment titles without breaking system links, preventing date additions. • **Course Structure & Flexibility:** Programs across campus utilize varying nomenclatures (such as numbering by lab module rather than course week). A single rigid naming system may not fit all academic disciplines. • **Alternative Tracking Options:** Using week numbers instead of calendar dates, or relying on built-in start/due date fields in D2L, was discussed as a potential alternative that maintains audit integrity while reducing manual workload. • **Joint Task Force Consideration:** A proposal was raised to consider reactivating a joint Curriculum Committee and CASL team to address grading criteria standards on master syllabi. **Breakout Session & Assessment Exercise** • Participants split into three breakout groups to complete a hands-on exercise designing mock course assessments around Halloween themes (such as Potion Creation and Vampire Conflict Resolution). • Groups mapped summative and formative assessments back to specific course learning outcomes using standard assessment categories (labs, reports, discussions). • The exercise highlighted "backward design" by starting with course topics and learning outcomes first, then building supportive formative and summative assessments around them.	
Breakout Into Discussion Teams 20-minute sessions • Authentic/Collaborative • Socially Conscious/Student-Centered	**Breakout Group Reports: Implementation Planning** After spending 20 minutes in separate discussions the groups returned and reported their current status. *Socially Conscious & Student-Centered Assessment* • Planning a cross-disciplinary call for faculty submissions to highlight and celebrate existing socially conscious and student-centered assessments. • Assessment coordinators will lead outreach across departments to showcase examples beyond typical areas like English or Psychology. • Outreach will include clear definitions and universal design concepts to distinguish inclusive assessment design from simple course content.	• Session titles for January PA Day proposals are due by **October 28th**. Please email them to Mark prior to the deadline. • Groups will continue refining implementation details, with members coordinating

Agenda Item	Discussion	Next Steps
• General Assessment Fundamentals	• Future efforts will focus on supporting disciplines that find these assessment models harder to implement. *Authentic & Collaborative Assessment* • Proposed a cross-disciplinary faculty panel to share authentic assessment strategies. • Exploring hosting the panel during Professional Activities (PA) Day or a similar campus venue. • Session will be recorded and posted online as an ongoing resource for faculty. *General Assessment Fundamentals* • Moving forward with a PA Day presentation proposal focused on updating and sharing foundational assessment resources.	asynchronously before the next meeting.
Future Agenda Items	**AI Integration & Resource Sustainability**: Discuss CASL's ongoing engagement with campus AI initiatives, including potential collaborations on the AI Hub and updating existing assessment web resources.	Place after Chair's report in 10/30/26 Agenda.

Meeting Adjournment:

- Meeting adjourned at 2:05 PM.

Next Meeting

- **Date & Time:** Friday, October 30, 2026, from 12:30 PM – 2:00 PM
- **Location:** Via Webex.

WebEx Chat Information: Sent separately by Webex to all participants.

Attachments: None.

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