Faculty Attendees (Voting members)	Jason Burgdorfer (PR chair), Nicole Faudree (CASL co-chair), Sab Matsumoto (CASL co-chair), Cindy Stephens (CASL co-chair), Brittany Applen (ePortfolio Faculty Coordinator, Humanities), Alexa Dimakos (ePortfolio-Faculty Coordinator, Humanities), Jeff Baker (VAPA), Kelly Burke (MSHP), Erin Delaney-(Humanities), , Christine Iskander (Humanities), , Anne Marenco (SBS), Gary Quire (SB), Erika Torgeson-(Counseling), Tara Williams (MSHP)

Topic	Discussion/Conclusion	Recommendations/Actions/ Follow-up	Status
1. CASL/PR • Consent Item: Minutes for 11.28.18 Meeting	At the suggestion of co-chair Saburo Matsumoto, the committee members remembered the late professor Guido Santi with a moment of silence. Co-Chair Nicole Faudree moved to amend the February 13, 2019 agenda, to add a discussion on assessment loop closing recording through eLumen action plans. The minutes for November 28, 2018 were approved with input by Nicole Faudree, Anne Marenco, Saburo Matsumoto. The disaggregation categories for assessment data, which were discussed at the last meeting, will be uploaded by the MIS department after the first Spring 2019 census, for the semester-length courses. Those categories will not apply retroactively to past terms assessment data.		Motion to amend the 2.13.2019 agenda was approved Minutes for 11.28.18 CASL-PR meeting were approved.
2. CASL: Discussion and action items: • ISLOs to assess update • Review of process for assessing • CASL member participation	• The first ISLO will be assessed by using one of the AAC&U Leap rubrics. SLO Coordinator Nicole Faudree has sent an email to department chairs and curricular coordinators for departments with courses mapped to Information Literacy to invite them to participate in two meetings. In the first meeting they will discuss the Information Literacy rubric. They will discuss what they assess in their courses that map the Information Literacy ISLO. For example, the Business Department might use a business plan presentation, the English Department might use an		

	essay. Attendance of the first meeting is necessary. Although representatives from 7 departments have volunteered, in anticipation of scheduling issues, they are seeking additional faculty volunteers. The collected, assessment data will be discussed at a second meeting in June 2019. This would be an interdisciplinary discussion on course level assessment data for courses that map to the Information Literacy. Interim Associate Vice President of the Academic Affairs, Omar Torres, was reported to have promised to pay an hourly rate to the faculty who will participate in the assessment results discussion meeting. This idea, on how to assess ISLOs, had come directly from the AAC&U Conference that the SLO Coordinators had attended in June of last year.		

3. CASL:
Discussion and action item:
• Review of SLOs in curriculum on an ad hoc basis
• Paralegal 101 SLO as example
• Action Plans
	• Following up on the committee's goal of making CASL a working committee, one way of doing so is to include CASL members in the review of CSLOs as a course moves through the curriculum process. Cindy Stephens and Saburo Matsumoto in their role as SLO reviewers for the Curriculum Committee, will select and bring course SLOs to CASL for review. This will equip the participating CASL members to better help the faculty in their division with their SLO questions.
	• Nicole Faudree asked the committee to review the SLO for Paralegal 101. When designing an SLO for Paralegal 101 the committee discussed the following items:
	    - The most important information that the student may get from the course
	    - The assessment instrument that could be appropriate for the assessment.
	    - The course objectives and drawing on broad, overarching concepts
	    - How, if the CSLO aligns with the course objectives		

	- Drawing from experience and principles used to assess similar survey courses from other disciplines, such as Business, Sociology, ECE, Biology -Scaffolding course design in order to include overarching CSLOs • Action Plans in eLumen memorialize the loop closing discussions to assessment. There is a need to record the discussions faculty have on the CSLOs and PSLOs as a requirement for the annual ACCJC report as well as in order to memorialize the work done in the different departments. The SLO Coordinators will be offering more open labs, in order to support faculty with recording information in eLumen Action Plans. The Action Plans and loop closing reminders could be pushed out by the SLO Technician Evis Wilson whenever there is enough data collected through assessing and reporting results. This can be different for different courses. The default prompts on eLumen are not clearly visible. The different departments have the ability to customize the Action Plans prompts. Determining the timing and type of reminder will be a future CASL-PR meeting agenda item.		
4. CASL: <u>Discussion item</u>: • ePortfolio update	• eLumen has not yet shown any meaningful work toward implementing the changes and updates that were part of the requirements in their e-portfolio portion of the contract 3 years ago. They have not implemented the updates agreed upon in a meeting in December 2018. Digication, PeppblePad are platforms that have been reviewed. They both fulfill the requirements for retrieving information that relates to ePortfolios and their assessment integration with Canvas. The ePortfolio Coordinators are leaning toward Pepplepad but they are aslo considering pricing and	Evis Wilson has been asked to help with the details of possible integration of data from Pebblepad to Canvas to eLumen	

	reviewing the features and options based on the faculty input they have gathered, and their own experience. Long term access to the students' own work is considered beneficial. Connection of the ePortfolio to the student's social media platforms such as LinkedIn, is viewed as beneficial. Being able to select items from their own work that can be made public can be beneficial to the student.		
5. PR: Update: • Status of APR Discussion: • Feedback on Year 1 • Prioritization of phase 2 PR modifications	The first roll out of Program Review has taken place. • There are concerns regarding duplication on the prompts and headings. Miscoding in Perkins funding, miscoding in forced costs has created difficulties. A drop list may remedy the issue, as there are many budget codes that may end up being confusing. • Working on integrating the staffing forms for academic and classified staffing, so they will not be done in a separate process. The five-year equipment list would be built into the system, into the database, so the items can be checked when needed and automatically submitted. The committee would need to work on clarifying the language of the prompts. They will review the new PR to identify prompts where they had encountered issues. They will work on better messaging regarding the purpose of year 1 PR: Identify ways in which a department may communicate to their faculty, the program goals toward which that given department is working.		