Faculty Attendees (Voting members): Cindy Stephens, Nicole Faudree, Saburo Matsumoto, Debbie Klein, Justin Lundin, Jason Burgdorfer, Gary Quire, Kelly Burke

Other Attendees: Daylene Meusche, Barry Gribbons

1. CASL/PR Minutes for meetings of April 11, April 25, May 9 April 11 2018

For April 11, 2018 Gary Quire motioned ; Jason Burgdorfer abstained Debbie Klein abstained. **ACTION**: Approved

For April 25, 2018 Gary Quire motioned; Nicole Faudree seconded; Justin Lundin, Saburo Mastumoto, Anne Maronco abstained**. ACTION** Approved

For May 9, 2018 Cindy Stephens motioned Jason Burgdorfer seconded. **ACTION:** Approved

2. PR Updates Report on the PR presentation

Some discussion had focused on the process instead of the budget module. Expectations on the changes of the PR system were reported to have varied.

There had been discussion on how information is disseminated based on the feedback. A question was posed on whether or not it good to present it:

Answer: Yes it was. Discussion on the way of structuring the presentation regarding the changes.

There was a discussion on how to address questions:

 It was mentioned that the program review be open and closed and open again.5-6 months out the year. The delay is usually the budget piece; once it goes through budget review and it's handed off to business service it is longer than a couple of months if there were changes to the systems.

Suggestions were proposed, for example: close the Fiscal year 18-19 in December, and then open 19-20 so that the budget updates are inserted.

Questions where posed

- about programing functionality changes and how much time they take.
- Whether or not extractions would be functional and what purposes it would serve.
- How to encourage faculty to keep a word document list
- Whether or not the activity lists are no longer necessary.

The take away from the presentation was that more training is needed on the budgeting. Perhaps data-coaching would address those issues.

Planning for training for PR- would have to be for after it would be adopted.

A time line was provided to inform that the College can't write a check without the tentative budget, and after the actuals for year closing go in July-September.

It was suggested that the Program Review is opened before October, and put something in chair's calendar.

3. CASL Updates The SLO Coordinators reported as follows

- There have been Lots of open labs for eLumen training;
- Some mapping has been completed
- Presenting the assessment scoring to faculty has been easy
- Found out that the coordinator have to work with the SLO Coordinators and the chair. Something similar with
- Modern Languages meeting informed them about the data on their SLO
- Training has been offered to provide Overview of eLUmen
- Designing but planning for future has also happened
- Faculty has felt supported by being their/ Clarification has been provided to faculty that Grading in my canyons and scoring and assessment are two different things.

Being transparent on how we communicate to our colleagues regarding eLumen implementation has been important

Using the assessment module has not been hard despite the glitches (additional support might be needed in the fall)

The SLOs coordinators have adjusted their approach as needed for the different styles from department chairs and the different levels of knowledge.

There was a discussion about how to make the assessment available through student engagement in assessment while combating cheating.

Different formats and systems are used in the Business Department. Authentic assessment should include: correct spelling, professionalism and how to inform students through prompts Working on the coordinator description:

Questions where posed on how do you get meaning out of the different SLOs when you change the assessments every-year. How does connect to dissagregation.

Data coaching, as well strategies that would keep the assessments similar or identical every semester were provided as answers as well as the suggestion that one would commit to collecting the data until patterns or understanding can be reached.

Action: Send email with Open Lab Dates

4. CASL Next year goal setting Nicole Faudree and Sabuhiro Mastumoto would be SLO Coordinators in the Fall 2018.

There was discussion over the goals discussion from last year.

Regarding the assessment schedule, it was mentioned that no longer than 3 years is a standard that the college as set. Assessment and loop closing in the year prior to course revision. The committee may further discuss this and push that through Academic Senate

Questions such as the ones below were raised:

- How long to wait for an assessment to happen?
- How do you find that the assignment you are using is functional?

In some courses we change them drastically. You assess and then you update your curriculum?

Training topics 18-19:

- Dissegration
- Benefits of doing SLOs
- Successful studies for model departments
- AQ for Career ed but why not make it College Wide
- If you get by-in you could be
- Coordinator meetings could address that
- How to draw people in.
- Learning and discussion
- Canvas integration
- Website

Discussion topics

- SLO assessment cycle
- SLO Best Practices

- Functionality of the website
- Handbook
- Academic Senate as a Resource

Student Engagement

ePortfolio/Badging/SLO transcripts/GLAs