

CASL-PR Meeting Minutes

Date: October 15, 2025, **-Time:** 3:00P.M. – 4:00P.M. **-Location:** [CASL-PR Zoom](#)

Faculty Attendees: Rana Akiel, Alexa Dimakos, Urvashi Juneja, Claudenice McCalister, Mary Powell, Erika Torgeson,

Other Attendees: Jennifer Brezina, Daylene Meuschke, Lisa Sawyer, Evis Wilson

1. CASL-PR item: Approval of Minutes

Approval was postponed until quorum could be confirmed later. Discussion noted confusion about quorum rules and who counts as voting members.

2. PR item: Program Review Updates

Program review is aligned with the Planning & Institutional Effectiveness (PIE) Project Advancement Team. Email reminders went out to department chairs, Executive Cabinet, chairs and senate with an overview and deadlines. Upcoming Academic Program Review **training: October 24, 10am to 12pm (online)**

Includes budget, SLOs, data, and general overview. Conflicts with MSE school meetings; alternative options will be arranged.

Open labs continue to be available for one-on-one assistance.

Administrative program review training scheduled for **November 7 (online)**.

The academic training shell for department chairs is nearly complete; Erika is refining it and adding resources.

She asked for committee's feedback on how to enhance guidance especially for new chairs/SLO coordinators and how to strengthen prompts in the SLO ("slow") section of program review.

For success/retention data: include guidance on obtaining disaggregated SLO assessment reports from Evis if not available from the coordinator.

Note that processes may change when/if the transition to eLumen Insights occurs.

For Prompt #3: recommend referencing departmental "closing the loop" discussions or existing plans for improvement. eLumen-entered loop-closing data can be retrieved if needed.

Disciplines with external accrediting bodies may already have written improvement plans they can reuse.

Brief examples from different departments would help new chairs understand expectations.

Avoid tying instructions to specific platforms (eLumen, Insights); use general "assessment platform" language since tools will change soon. All agreed that upcoming platform changes should be mentioned,

but faculty should continue current assessment processes, no one should delay assessment because of the transition.

3. CASL item: eLumen Insights / Assessment Platform Update:

The team continues working through issues with the Insights platform build. A small test was completed in an English Summer 2025 class and faculty could see their results in Canvas, but SLO coordinators still couldn't retrieve the data. Two assessment methods will be possible:

- 1) Faculty add outcomes to their own assignment.
- 2) Coordinator pushes an assessment into Canvas as a standalone or fully built assignment. Faculty then publish, edit if desired, and score it; scoring triggers data capture. The coordinator-push method is more complicated and may not carry over when courses are copied between semesters.

Departments may ultimately decide which method works best for their workflow. The Outcomes module SLO migration from eLumen brought over course outcomes as well as objectives creating clutter and potential for faculty to select the wrong CSLOs when scoring assessments. The system is still not aligned with the college's course-level assessment model. Work-arounds are in the process. This is one of the few features that should function "out of the box" but still require extensive rebuilding and repeated troubleshooting.

eLumen has approved Jennifer Brezina's request for extension of the pilot and the college will remain on the old platform until **June 2026**. Formal confirmation is forthcoming; the data pull deadline will shift from December to late June. The extension provides needed time to determine whether Insights is viable or if alternative platforms are required.

- The new curriculum platform Coursedog has its own assessment module; information has been requested.
- Other options include Microsoft Forms or Tableau-based workflows (similar to pre-eLumen processes).
- Exploration of alternatives will happen concurrently with the "pre-pilot" testing of Insights.
- Integration with Tableau remains a critical missing component for evaluating Insights' usefulness.

4. CASL item: Committee Governance & Bylaws

Membership lists are inconsistent (Mary's list vs. an older list used for outreach). School realignment changes have made representation unclear.

Members suggested reviewing CASL-PR bylaws at the next meeting. Mary will follow up with Lisa Hooper regarding membership structure and quorum requirements. Alexa recalled that quorum may be 50%, but uncertainty remains until bylaws are reviewed.