Minutes for 1/23/2013 (Approved)
3:00 PM to 4:00 PM in Room 1046

Call to Order: Michael called the meeting to order at 3:05 PM.

Approval of Minutes: The 11/28/2012 minutes of last meeting were approved after being motioned by Ray and seconded by Samar.

CHEA Award: Michael and Jen are traveling to Washington D.C. to accept our committee’s 2013 award through the Council for Higher Education Accreditation.

District & ICCB 5 Year Accreditation Requirements: Our committee’s website is part of the requirements for district-wide accreditation through the Illinois Community College Board. This is why we have recently been asked to make some edits, and John K is taking care of these. Michael will make sure that our new assessment plan (calendar) and new charge both get on the website, as these documents are also important requirements for this accreditation.

Tasks and Subcommittees for Spring 2013: Tasks include Social Sciences report, Effective Writing report, learning modules, CHEA artifacts, and updated charge. New subcommittees include Departmental Assessment, Dissemination, Diversity, Oral Communication.

Any Other Business:
- **Welcome:** We welcome Margarita and Rosie, who will be joining us this semester.
- **Effective Writing Report:** This report will be released, and Carrie suggested we think about how to be ready to support faculty as they read it. Much discussion ensued.
- **Work Outside of Committee:** Michael met with Phillip on Monday to discuss data analysis.
Subcommittees: Work began at 3:35 PM and lasted until the end of the meeting.

- **Departmental Assessment:**
  - *Purpose:* Planning and implementation of assessments at the departmental level.
  - *Subcommittee Chair:* Carrie
  - *Attendance Today:* Carrie, Erica
  - *Discussion Today:* Members discussed the recently completed assessment plan (calendar). Also, Carrie will meet with the humanities department on February 8th in order to discuss assessment in general as well as the departmental writing plan.

- **Dissemination:**
  - *Subcommittee Chair:* Jen
  - *Attendance Today:* Jen, Matthew, Rosie, Willard
  - *Discussion Today:* Members discussed how to create dissemination materials that are engaging and interesting. Also, Jen will collect information about CHEA in order to design a one-page flyer.

- **Diversity:**
  - *Purpose:* Data analysis and dissemination of results of Diversity 2012 Assessment.
  - *Subcommittee Chair:* Jeff
  - *Attendance Today:* Chao, Jeff, John, Margarita
  - *Discussion Today:* Members discussed the qualitative categories for the feedback question on the diversity assessment as well as research questions for Phillip’s overall data analysis.

- **Oral Communication:**
  - *Purpose:* Preparation for the Oral Communication 2013 Assessment.
  - *Subcommittee Chair:* Michael
  - *Attendance Today:* Michael, Ray, Samar
  - *Discussion Today:* Members finalized the student learning outcomes for the upcoming oral communication assessment. Over the next few weeks, members will research and discuss best practices of how oral communication can be assessed.

Adjournment: Michael adjourned the meeting at 4:00 PM. These 1/23/2013 minutes were approved at the 1/30/2013 meeting after being motioned by Chao and seconded by Carrie.