Agenda for 1/26/2011
3:00 PM to 4:00 PM in Room 1046

1) Welcomes, Introductions & Team Changes

2) Minutes of the 12/1/10 meeting

3) Key Tasks and Responsibilities
   i) Effective Writing Assessment
   ii) Quantitative Reasoning Assessment
   iii) Social Science Assessment
   iv) CCSSE Results
   v) Assessment Times and Assessment Website

4) Different audiences and different artifacts
   i) HWC Faculty & Staff
   ii) HWC Students
   iii) City Colleges Stakeholders and Colleagues
   iv) Wider academic and public domains

5) Sub-Committee Formation
   Roles and Timelines

(Next meeting will be 2/2/2011 from 3:00 PM to 4:00 PM in Room 1046.)

From the AC Charge: The HWC Assessment Committee is committed to maintaining a campus culture focused on learning in which faculty, students, and the administration share a common understanding of the meaning, purpose, and utility of assessment. It recognizes that for the faculty to be successful in this endeavor there must be meaningful input from students and strong support from the administration. The HWC Assessment Committee characterizes assessment of student learning as a comprehensive process that is ongoing, systematic, structured, and sustainable.
Minutes for 1/26/2011 (Approved)
3:00 PM to 4:00 PM in Room 1046

Members Attending
Jen Asimow – Applied Science
Margarita Chavez – World Languages
Jacqueline Cunningham – ELL WL
Michael Heathfield – Applied Sciences
John Kieraldo – Library
Chao Lu – Mathematics
Jaime Millan – Physical Sciences
Willard Moody – English
Dave Richardson – Humanities
Jeffrey Swigart – Mathematics
Loretta Visomirskis – English
Matthew Williams – ELL WL

Apologies
Lynnel Kiely – Social Sciences (Reinvention)

Absent
LaRhue Finney – English
Charles McSweeney – Advising
Vincent Wiggins – OIT

Consultants/Visitors Attending
Chris Kabir – Research & Planning

Opening:
• Call to Order: Michael called the meeting to order at 3:05 PM.
• Approval of Last Meeting’s Minutes: The 12/1/2010 minutes with minor edits were approved by committee vote after being motioned by Jen and seconded by Loretta.

Welcomes, Introductions & Team Changes:
Jen is now vice chair, replacing Todd who stepped down. This is a temporary role for one semester.

Release Time:
There is now release time for all three officers: 6 hours for the chair, 3 hours for the vice chair, and 3 hours for the secretary.

Key Tasks and Responsibilities:
• Effective Writing Assessment: Jen shared that the Effective Writing Subcommittee must finalize the methodology and run the pilot this semester of Spring 2011, preparing for the actual assessment next semester of Fall 2011. The subcommittee has planned on using already-existing assignments from various classes for the pilot. Issues yet to discuss include how to choose assignments for pilot, how to make sure students taking the pilot and assessment are English 101 eligible, and how to make sure we get a sample of students from a wide range of English classes.
• Quantitative Reasoning Assessment: Chris Sabino finished the rough draft of the report. Mike shared that the Dissemination Subcommittee must now finalize the report and prepare it for dissemination along with artifacts.
• **Social Science Assessment:** Michael shared that he is awaiting approval for the special projects for graders, and the Social Science Subcommittee must finalize the grading procedure. Michael has been communicating via email with Lynnel, who is on the Reinvention Task Force. The district administration has graciously given her permission to work with us. Michael will also connect with Domenico Ferri in order to prepare for the grading of the Social Science assessments.

• **CCSSE Results:** Michael shared that Dave has been working on the CCSSE data, and the Dissemination Subcommittee should continue to analyze it for results.

• **Assessment Times:** Jen is working on the next edition. She suggested that we make a separate version of it for students.

• **Assessment Website:** John and Jen continue to work on updating the website.

**Different Audiences and Different Artifacts:**
Michael shared that he wants to differentiate more clearly the information we disseminate to various audiences, namely HWC faculty and staff, HWC students, CCC stakeholders and colleagues, and wider academic and public domain. Jen again discussed the idea of a version of the Assessment Times for students, coming out at the same time as the Assessment Times for faculty. The committee also discussed putting information for the general public on our website.

**Subcommittee Time:** Work in subcommittees began at 3:40 PM and lasted until the end of the meeting.

• **Dissemination (Led by Michael) (QR, CCSSE, Times, Blackboard, Website):**
  - Attendance: Jeff, Michael.
  - Tasks to Complete:
    - CCSSE data must be analyzed and then the results disseminated.
    - Quantitative Reasoning rough draft report must be finalized and then the results disseminated.

• **Effective Writing (Led by Jen) (Pilot in Spring 2011, Assessment in Fall 2011):**
  - Tasks to Complete:
    - Look at the assessment rubric previously prepared by Dave, LaRhue, and Willard.
    - Examine samples of student writing in order to establish standards.

• **Social Sciences (Led by Chris K.) (Grading and Analyzing the Fall 2010 Assessment):**
  - Attendance: Chao, Chris K., Jaime, John, Matthew.
  - Tasks to Complete:
    - Make an agenda
    - Pull some samples to identify raters, and solidify rating procedure.

**Closing:**
• **Adjournment:** Michael adjourned the meeting at 4:05 PM.

• **Approval of This Meeting’s Minutes:** These 1/26/2011 minutes were approved at the 2/9/2011 meeting by committee vote after being motioned by Willard and seconded by Jen.