Minutes for 1/30/2013 (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 1/23/2013 minutes of last meeting were approved after being motioned by Chao and seconded by Carrie.

CHEA Award Presentation: Michael and Jen shared about their time in Washington D.C. accepting the award. We watched a video of Michael’s acceptance speech. Jen shared that one of the topics of the presentations given at the gathering was regarding MOOC (Massive Open Online Course) classes by Dr. Andrew Ng from Stanford through Coursera.

CHEA Award Email Footer: We have the option of including in our email footer a note about our institution winning the CHEA award.

Website Updates and Questions: We tabled this issue until next week for John K to discuss.

17th Annual Illinois Community College Assessment Fair: Michael will circulate the information on this fair to everyone.

Any Other Business:
• Reports: Michael shared that he sent the Social Science final report to the administration. Also, the Effective Writing executive summary will soon be finalized.
• Departmental Assessment: Carrie asked for time for the Departmental Assessment Liaisons to share with the committee during the Week 14 meeting. Michael will invite administrators to attend that day as well.
• Summer Work: Michael asked us to think of potential summer special assignments.
• Logo: We discussed what our committee’s logo should be. Perhaps we can have a contest to generate ideas.
• 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, Paul
  - *Discussion Today:* Paul shared his timeline, and Carrie will put all timelines together for the Liaison Project. Members also planned for Week 14 as a date to present their projects to the committee as a whole. Finally, Carrie is scheduled to meet with the Art Department and the Humanities Department to talk about the Liaison Project.

- **Dissemination:**
  - *Subcommittee Chair:* Jen
  - *Attendance Today:* Jen, Loretta, Willard
  - *Discussion Today:* Members drafted a flyer to inform the HWC community about the CHEA award. This letter will be disseminated via email and paper flyers.

- **Diversity:**
  - *Purpose:* Data analysis and dissemination of results of Diversity 2012 Assessment.
  - *Subcommittee Chair:* Jeff
  - *Attendance Today:* Jeff
  - *Discussion Today:* Jeff worked on the qualitative categorization of the feedback from students in the Diversity Assessment.

- **Oral Communication:**
  - *Purpose:* Preparation for the Oral Communication 2013 Assessment.
  - *Subcommittee Chair:* Michael
  - *Attendance Today:* Michael, Ray
  - *Discussion Today:* Members discussed the logistics of recording presentations. They will also talk to Phillip about sampling and Dean Armen Sarrafian about procedures.

Adjournment: Michael adjourned the meeting at 4:00 PM. These 1/30/2013 minutes were approved at the 2/6/2013 meeting after being motioned by Loretta and seconded by Chao.