Agenda for 2/9/2011
3:00 PM to 4:00 PM in Room 1046

1) Apologies
2) Minutes of January 26th meeting
3) Quantitative Reasoning Report Draft
4) AOB
5) Sub Committee Time
   Effective Writing Pilot Preparation
   QR dissemination and artifacts
   CCSSE dissemination

(Next meeting will be 2/16/2011 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 2/9/2011  [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
Chao Lu – Mathematics
Charles McSweeney – Advising
Jaime Millan – Physical Sciences
Willard Moody – English
Dave Richardson – Humanities
Jeffrey Swigart – Mathematics
Loretta Visomirskis – English
Vincent Wiggins – OIT

Apologies
Lynnel Kiely – Social Sciences (Reinvention)

Absent
LaRhue Finney – English
John Kieraldo – Library
Matthew Williams – ELL WL

Consultants/Visitors Attending
Chris Kabir – Research & Planning

Guests:
Christopher Sabino - Mathematics

Opening:
•  Call to Order: Michael called the meeting to order at 3:05 PM.
•  Approval of Last Meeting’s Minutes: The 1/26/2011 minutes with minor edits were approved by committee vote after being motioned by Willard and seconded by Jen.

Quantitative Reasoning Report Draft: Chris S. visited the committee to present the rough draft he completed of the Quantitative Reasoning Report. The following were the topics of discussion:
•  Highest Math Class: The committee discussed the need to look more carefully at the apparent lack of correlation between highest math class and score on the assessment score. Chris S. suggested that this may be because math students become more specialized. For example, some topics in Math 118 General Education Mathematics may not be covered in Math 207 Calculus I. Math classes are linear for some topics, thus building off of each other. Yet for other topics math classes are specialized, thus like silos. Jeff suggested adding to the report the scatterplot comparing highest math class to score on the assessment.
•  Specialized Math Department Discussion: After the committee finalizes the report, Chao, Chris S., and Jeff will bring it to a math department meeting for specialized discussion.
•  Summary of Basic Results: Mike suggested that we focus on some basic results to quickly disseminate while the rest of the report is more slowly revised and completed. For example, what topics were students strongest or weakest on as a whole?
• **Scoring:** Chris K. suggested that we should be careful to not count skipped questions the same as missed questions. Jen added that we should make instructions clear that we are not penalizing for guessing.

• **Analysis of Outcomes:** Michael suggested adding a matrix showing how each question relates to our outcomes and then looking at the success of each outcome.

• **Voice of Report:** Dave suggested changing the voice of the report from first person to the voice of the committee.

• **Continued Work on the Report:** Chris S. will now be handing the report over to the Dissemination Subcommittee to continue the work of revision and finalizing.

**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):**
  o Attendance: Charles, Chris S., Jeff, Michael.
  o Discussion:
    ▪ Jeff will begin revising and finalizing the Quantitative Reasoning Report, relieving Chris S. of his role in writing the draft. Jeff will produce a summary of brief results to disseminate as soon as possible. He will then continue work on revision and finalization of the report.
    ▪ Dave is continuing to work on the CCSSE data, and he will soon pass it off to the Dissemination Subcommittee.

• **Effective Writing (Led by Jen) (Pilot in Spring 2011, Assessment in Fall 2011):**
  o Attendance: Dave, Jacqueline, Jen, Loretta, Willard.
  o Discussion:
    ▪ The subcommittee has decided to revisit the correlation between the student learning outcomes and the rubric to be used for the writing assessment. The subcommittee will assess an example essay using the current form of the rubric. Members will return with an opinion on rubric application and a clear plan for adaptation.

• **Social Sciences (Led by Chris K.) (Grading and Analyzing the Fall 2010 Assessment):**
  o Attendance: Chao, Chris K., Vincent.
  o Tasks to Complete:
    ▪ What to do with omitted or wrong answers.
    ▪ Finalize rubric.
    ▪ Talk to Lynnel and Michael about the rubric.

**Closing:**

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

• **Approval of This Meeting’s Minutes:** These 2/9/2011 minutes were approved at the 2/16/2011 meeting by committee vote after being motioned by Jen and seconded by John.