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

Approval of Minutes: The 2/13/2013 minutes of last meeting were approved after being motioned by Loretta and seconded by Ray.

Oral Communication Survey Text: Michael shared the draft of an Oral Communication survey for faculty input on the upcoming Fall 2013 assessment. Committee members shared potential edits, such as whether or not we should assess oral communication in languages other than English. Michael shared that although learning a second language is a degree requirement for many degrees, it is not considered part of general education but rather a separate graduation requirement.

District Wide Assessment Meeting Feedback: Michael and Jen shared an overview of the recent meeting which included editing the CCC Assessment Policy.

HLC Attendees: Carrie, Erica, and Ray continue to plan on attending the HLC Conference and are working on their funding paperwork.

Any Other Business and Upcoming Events:
- **Social Sciences Dissemination**: Jen shared her subcommittee’s idea of a scavenger hunt. Faculty and students would search throughout the building for the answers to given questions. We would award prizes for top contenders. Rosie also shared her idea of posing questions such as, “What are great ways to conceptualize anthropology?” We would then ask students to respond, and we would give awards to top responses.
- **New Logo Contest**: Michael recently asked President Laackman about the possibility of a contest for students to design a new logo for our committee with a prize to the student who designs the logo we choose. Michael must write a proposal including a budget request.
- **Assessment Week**: Committee members discussed various dissemination ideas to implement during Assessment Week.
• **Website Update:** John shared an overview of his recent updates to our committee website. He also shared about his recent attendance at a training on website maintenance.
• **Summer Projects:** Anyone with a summer project idea should propose it to Michael.
• **Work Outside of Committee:** Michael met with Phillip on Monday to discuss data analysis.
• **March 8th Meeting with Tenure-Track Faculty:** Michael will be presenting at Dean Armen Sarraffian's meeting for tenure-track faculty to discuss the definition and purpose of assessment.
• **April 5th-9th Higher Learning Commission Conference in Chicago:** Carrie, Erica, and Ray are attending.
• **April 8th Assessment Week:** This semester’s Assessment Week will include no data collection and will thus be informational in sharing our most recent results.
• **April 24th Departmental Assessment Presentations:** Faculty involved in the departmental assessment pilot will be formally presenting to the committee and to administrators their progress on data, tools, and timeframes.

**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:** Erica met with Michael Laymon of the Music Department to discuss revision of his rubric. They will now meet every Monday. Paul is beginning to put together the template for his final report. He is also refining the instructions for administration of the 131 and 144 assessments. Carrie is putting together resources on writing based on what faculty and students reported on what they read. She is also revising a rubric based on her survey results.

• **Dissemination:**
  • **Purpose:** Dissemination of info on CHEA award, final report for the Effective Writing 2011 Assessment, and final report for the Social Sciences 2010 Assessment.
  • **Subcommittee Chair:** Jen
  • **Attendance Today:** Jen, Loretta, Rosie, Willard
  • **Discussion Today:** Members discuss how to stimulate interest in the upcoming Spring 2013 Assessment Week. Event ideas included roundtable discussions and games with prizes. Advertisement ideas included articles in the Herald newspaper and posters throughout the building.

• **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 first mini report on the diversity data. Jeff will share it with the committee as a whole for approval when there is time in the agenda.

• **Oral Communication:**
  • **Purpose:** Preparation for the Oral Communication 2013 Assessment.
  • **Subcommittee Chair:** Michael
  • **Attendance Today:** Michael, Ray, Samar
  • **Discussion Today:** Members discussed final edits to the faculty survey, and Michael will now send it to Jeff to be converted to a GoogleDocs form. Members also planned a timeline for the rest of the semester.

**Adjournment:** Michael adjourned the meeting at 4:00 PM. These 2/20/2013 minutes were approved at the 2/27/2013 meeting after being motioned by Loretta and seconded by Ray.