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

Approval of Minutes: The 2/20/2013 minutes of last meeting were approved after a motion by Loretta and a second by Ray.

Review of Oral Communication Faculty Survey: Jeff displayed on the screen the recently completed GoogleDocs survey for faculty input for the Oral Communications assessment. Committee members suggested minor edits and then agreed it was ready to send out to all faculty members.

Electronic Action Tracker: Michael shared his idea for some piece of software that would track actions taken by the college in response to recommendations of our committee. His clever acronym for this idea was AFIRM (Assessment Findings Impact Results Map). He will begin discussing the possibility of purchasing such a software with President Don Laackman and Dr. Cecilia Lopez at district.

Feedback from Subcommittees:
- Dissemination: Jen shared her subcommittee's latest ideas for Assessment Week, including a human diversity panel discussion, a CAST meeting with speakers on Assessment, and a scavenger hunt.
- Departmental Assessment: Carrie shared an overview of her subcommittee's work done so far this semester, including her own writing assessment for the Applied Science department, Erica’s work with Michael Laymon on a music theory assessment, and Paul’s art assessment.

Any Other Business and Upcoming Events:
- Website Access: John now has full access to our website, including the ability to approve changes so that they immediately go live. This will make his work far more convenient.
- CHEA: Since the official announcement of the winners was recently released, Michael received an email request from another college for examples of our work.
• 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.
• Work Outside of Committee: Michael met with Phillip on Monday to discuss data analysis.
• April 5th-9th Higher Learning Commission Conference in Chicago: Carrie, Erica, and Ray are considering 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 3:40 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 work on reviewing the rubric in the context of historic SLOs in the department in addition to the two art courses. Erica shared her work on a revised rubric that is now color-coded and discussed one more revision before Mick collects the data. Carrie shared a revised rubric as well as a document that was distributed to Applied Science faculty that illustrates the connection between Gen Ed SLOs and the newly proposed Applied Science SLOs on writing. Finally, the group discussed the format for their final report to the AC and presentation on Week 14.

• **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
  • *Discussion Today:* Members drafted an email that will later be sent out to all members of the committee to see who can help with the upcoming Assessment Week.

• **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 how they can be involved with the upcoming Assessment Week, specifically the diversity roundtable discussion.

• **Oral Communication:**
  • *Purpose:* Preparation for the Oral Communication 2013 Assessment.
  • *Subcommittee Chair:* Michael
  • *Attendance Today:* Michael, Ray, Samar
  • *Discussion Today:* Michael will review the suggested edits to the faculty survey so that it can be sent out next week. Ray and Samar will look for a rubric that assesses their chosen oral communication outcomes. Michael suggested to them that they look for a rubric that will be manageable for the sample size they need to attain. Michael will contact Margie for further feedback on this since she helped formulate the outcomes.

Adjournment: Michael adjourned the meeting at 4:00 PM. These 2/27/2013 minutes were approved at the 3/6/2013 meeting after a motion by Paul and a second by Margarita.