Call to Order: Michael called the meeting to order at 3:02 PM.

Approval of Minutes: The 2/27/2013 minutes of last meeting were approved after a motion by Paul and a second by Margarita.

AFFIRM Idea Quick Update: Michael shared a bit more about his idea of a method for keeping track of the changes made at HWC in response to the recommendations in our report. He modified the acronym to AFFIRM ((Assessment Faculty Findings Impact Results Map). Jeff shared the idea of using a GoogleDocs spreadsheet and giving collaboration access to all who may know of examples of such changes made. Jen shared her concerns about GoogleDocs being inconsistent with formatting and not being comprehensive enough for what we need to accomplish. Michael will continue to consider options.

New Charge and Committee Structure: Michael shared the updated committee charge for the committee to discuss. We especially discussed whether or not C2C and developmental education should be included in our charge. Jen expressed concern that we may be charging ourselves with too much. Michael shared that his view of the charge is that it is flexible in allowing us to determine appropriate workload.

Any Other Business and Upcoming Events:
- Congratulations for Contract Renewal: Michael congratulated Erica, Phillip, Ray, and Samar on their contracts being renewed.
- CHEA Ripples: In response to the CHEA announcement of our award, a dean from Mercy College of Health Sciences asked Michael for samples of our committee’s work to help in the revising of her college’s general education outcomes.
- 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 Sarrafian’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 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 time-frames.

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 revised an updated rubric, and Michael Laymon from the music department is using it to collect data. Paul is working on the finishing touches of the instructions for his Art 144 assessment, and this will be administered next week. Carrie is beginning to collect data with her new rubric.

• 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 discussed their plan of writing a brief of the Effective Writing Assessment and asking Lynnel to write a brief of the Social Sciences Assessment. They also discussed the idea of planning a joint CAST and Assessment Committee meeting.

• Diversity:
  • Purpose: Data analysis and dissemination of results of Diversity 2012 Assessment.
  • Subcommittee Chair: Jeff
  • Attendance Today: Jeff, John, Margarita
  • Discussion Today: Members looked at Michael’s draft of the mini report for the Diversity Assessment and discussed potential edits.

• Oral Communication:
  • Purpose: Preparation for the Oral Communication 2013 Assessment.
  • Subcommittee Chair: Michael
  • Attendance Today: Matthew, Michael, Ray, Samar
  • Discussion Today: Members discussed rubrics they had found online from AACU, Valencia Community College, and Ohio State University. They will now contact faculty to share these rubrics and ask for feedback. Samar and Ray will work on mapping these rubrics to our student learning outcomes.

Adjournment: Michael adjourned the meeting at 4:00 PM. These 3/6/2013 minutes were approved at the 3/13/2013 meeting after a motion by Ray and a second by Carrie.