Agenda for 3/7/2012
3:00 PM to 4:00 PM in Room 1046

1) Apologies for Absence
2) Minutes of the February 29th meeting
3) Electronic data collection
   a. Final bubble conversation...
   b. Institutional license for Survey Monkey use
4) Update on Effective Writing assessment
5) Update on analysis and writing for Social Science assessment
6) Update from Loop Crew
7) Assessment choice for fall 2012
8) Chair's work schedule/Summer tasks
9) A.O.B.

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 3/7/2012 (Approved)
3:00 PM to 4:00 PM in Room 1046

Members Attending:
Jen Asimow – Applied Science
Samar Ayesh – Physical Sciences
Jackie Cunningham – ELL WL
LaRhue Finney – English
Michael Heathfield – Applied Sciences
Chao Lu – Mathematics
Erica McCormack – Humanities
Willard Moody – English
Jeff Swigart – Mathematics
Ray Tse – Physical Sciences
Loretta Visomirskis – English
Matthew Williams – ELL WL

Apologies:
Margarita Chavez – World Languages
Lynnel Kiely – Social Sciences
John Kieraldo – Library
Phillip Vargas – Physical Sciences
Allan Wilson – Physical Sciences

Opening:
• **Call to Order:** The meeting was called to order at 3:04 PM.
• **Approval of Last Meeting’s Minutes:** The 2/29/2012 minutes of last meeting were approved by committee vote after being motioned by Loretta and seconded by LaRhue.

**Electronic Data Collection:** Michael shared that he is getting a temporary laptop from Ewa to bubble scan the Effective Writing data. Yet in the future we will be collecting data using Survey Monkey since Michael recently discovered we have an institutional license for this service. Jeff shared that a free alternative is the Forms option of Google Docs, which in his view has the same capabilities as Survey Monkey but is not quite as user friendly. So if the college ever stops paying for an institutional license of Survey Monkey, we can consider Google Docs. Yet in the meantime we might as well use Survey Monkey since it is already purchased.

**Effective Writing:** Jen shared that six of ten groups of essays have been completed from the second round of essay grading. After all the essays are completed, Jeff will organize all the data into one spreadsheet and pass it on to Phillip, who will then run an analysis to determine which essays need a third read.

**Social Sciences:** Michael shared that Phillip is almost done with the data analysis, and he has found some interesting correlations that he will later report to the committee as a whole. Lynnel continues working on the final report, and Michael hopes to have the report approved by the committee by the end of the semester.

**Loop Crew:** The Loop Crew subcommittee members continue to discuss our options for assessments in Fall 2012. John continues to work on the webpage. His goal for next week to get the page live with the following
simple description of our committee: “The Assessment Committee at HWC is an interdisciplinary group of faculty, administrators, and staff who collect, review, analyze, and disseminate data on the educational outcomes of our students.” The committee approved this text. Michael posed the idea of requesting a special assignment for work on completing the webpage.

Assessment in Fall 2012: Michael shared that he would like our committee to assess Civic Engagement, yet this is not even part of HWC’s general education goals. Jen and Dave shared that Civic Engagement should be added as a goal before we proceed with assessing it. Other options for assessments include diversity and oral communication.

Subcommittee Time: There was no time for subcommittees this week.

Closing:
- **Adjournment**: The meeting was adjourned at 4:00 PM.
- **Approval of This Meeting’s Minutes**: These 3/7/2012 minutes were approved at the 3/14/2012 meeting by committee vote after being motioned by Ray and seconded by Charles.