Minutes for 3/13/2013 (Approved)
3:00 PM to 4:00 PM in Room 1046

Call to Order: Michael called the meeting to order at 3:04 PM.

Approval of Minutes from Last Week: The 3/6/2013 minutes were approved after a motion by Ray and a second by Carrie.

Brief Updates from Subcommittees:
• Departmental Assessment Update: Paul shared that he will begin administering his art assessment this week. Also, Carrie will begin forwarding her progress reports to Jeff, who will then attach them to his emails with the minutes.
• Diversity Brief: Phillip has completed the first round analysis of the Diversity Assessment data, and Michael has condensed it into a mini report that he shared with the committee. We will vote to approve it next week.
• Effective Writing Brief: Jen has condensed the Effective Writing report into a one-page brief that she shared with the committee. Her plan is to include in our upcoming Assessment Times publication.

Second Revisit of Assessment Committee Charge: The committee had a lengthy discussion regarding the new charge about such issues as the aspects of the college are we charging ourselves with assessing, the word choice between department and discipline, and the roles of departmental liaisons. Michael will work on editing for another week, and then we will try to approve the new charge next at next week’s meeting.

Resources for Adjuncts and Professional Development: Matthew Williams was not approved to go to the Higher Learning Commission conference because he is an adjunct. Michael shared that if the majority of our classes are taught by adjuncts, then we need adjuncts to be part of our Assessment Culture. Rosie will bring this issue up at the next Academic Affairs meeting. Michael will also discuss this issue with the adjunct union representative.
Any Other Business and Upcoming Events:

- **New Faculty Meeting:** Michael met with new faculty on March 8th to share an overview of assessment at HWC and answer any questions.
- **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 approved to attend.
- **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. HWC and District administrators will be in attendance.

**Subcommittees:** There was no time for subcommittees this week.

**Adjournment:** Michael adjourned the meeting at 4:00 PM. These 3/13/2013 minutes were approved at the 3/20/2013 meeting after a motion by Carrie and a second by Loretta.