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

Approval of Minutes from Last Week: The 3/13/2013 minutes were approved after a motion by Carrie and a second by Loretta.

Approval of New Finalized HWC Assessment Committee Charge: Michael shared the updates he had made to the charge based on committee recommendations from past weeks. Jeff motioned to approve the updated document, and Ray seconded. The committee approved.

Feedback on Districtwide Assessment Chairs' Meeting of March 15th: Michael shared an overview of what was discussed at the meeting, including edits to the districtwide charge and rules regarding what can be changed on a syllabus with or without approval.

Preparations for Assessment Week Twelve: Jen shared an update on her work on the next issue of Assessment Times. John will work on the final edits, and then Jen will send it out during Week 12. Also, we will have a joint meeting with CAST (Committee on the Art and Science of Teaching) during Week 11 which will include a roundtable on Classroom Assessment Techniques. Finally, Jen shared the updated Effective Writing brief, which will be displayed during Assessment Week either as a poster or as a digital presentation on the LCD screens.

Any Other Business and Upcoming Events:
- Diversity Mini Report: Michael shared the latest version of the first diversity mini report, which still needs a few edits before being disseminated.
- Diversity Qualitative Analysis of Feedback: Jeff shared the first round of his analysis of the responses of students feedback regarding the survey.
- One-on-One Meeting With the Chancellor: Carrie shared that she was chosen to have a one-on-one discussion with Chancellor Cheryl Hyman, during which she congratulated our committee on winning the CHEA award.
• **Music Assessment:** Erica shared that she has collected half of the data for the music assessment, and she shared an overview of the trends discovered so far.

• **Work Outside of Committee:** Michael met with Phillip on Monday to discuss data analysis. Carrie, Erica, and Paul met before today’s meeting to discuss updates on their departmental assessment work.

• **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 time-frames.

**Subcommittees:** There was no time for subcommittee work today.

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