Agenda for 3/21/2012
3:00 PM to 4:00 PM in Room 1046

1) Apologies for Absence
2) Minutes of March 14th meeting
3) Invitation to participate in Community College Institutional Survey (CCIS)
4) Report back from District Assessment meeting
5) Staggering Support and Praise: Budget for Assessment
6) Assessment Times - article and content ideas
7) Key tasks to end of semester
8) Sub-Committee RE-formation!
9) Sub-Committee Time

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.
Members Attending:
Jen Asimow – Applied Science
Samar Ayesh – Physical Sciences
Margarita Chavez – World Languages
Jackie Cunningham – ELL WL
Michael Heathfield – Applied Sciences
John Kieraldo – Library
Chao Lu – Mathematics
Erica McCormack – Humanities
Willard Moody – English
Jeff Swigart – Mathematics
Ray Tse – Physical Sciences
Loretta Visomirskis – English
Matthew Williams – ELL WL
Allan Wilson – Physical Sciences

Apologies:
LaRhue Finney – English
Lynnel Kiely – Social Sciences
Charles McSweeney – Advising
Phillip Vargas – Physical Sciences

Minutes for 3/21/2012 (Approved)
3:00 PM to 4:00 PM in Room 1046

Opening:
- **Call to Order:** The meeting was called to order at 3:04 PM.
- **Approval of Last Meeting’s Minutes:** The 3/14/2012 minutes of last meeting were approved by committee vote after being motioned by Jen and seconded by John.

**CCIS (Community College Institutional Survey):** Michael shared that he received an invitation from CCSSE (Community College Survey of Student Engagement) to participate in their new survey, which would have to be completed by our administration. The committee voted to approve asking our administration to complete it. Michael will send an email requesting this.

**District-Wide Assessment Meeting:** Michael and Jen shared some highlights from the recent district-wide assessment meeting. They especially noted their gratitude of how supportive our administration at HWC is toward our committee’s work. Also, Dr. Cecilia Lopez agreed to help in getting links for the Assessment Committee webpages for each college.

**General Education Goals:** Michael updated the general education goal for diversity and wants to add a goal for civic engagement. He passed out copies of his proposed text, and he asked the committee for feedback.

**Webpage:** The committee thanks John for his hard work on the new webpage, which now has newly added documents. It can be found here: [http://ccc.edu/colleges/washington/departments/Pages/Assessment.aspx](http://ccc.edu/colleges/washington/departments/Pages/Assessment.aspx)
Budget: Michael passed out a copy of his proposed committee budget and shared that he has been communicating with our dean, Armen, about this. In their communication together, Armen shared with Michael that President Laackman is very supportive of our committee’s work.

Assessment Times Newsletter: Jen requested the following pieces for the upcoming Assessment Times newsletter: a “wordle” from Michael on Quantitative Reasoning, an article from John on the development of the webpage, a cartoon from anyone who can come up with one, an article from Willard on grading essays for Effective Writing, a message from the chair from Michael, an article by Jen herself on the upcoming Diversity assessment, and an article from Lynnel and Phillip on the initial results from the Social Sciences assessment.

Key Tasks at End of Semester: Michael shared that he would like to complete the following tasks by the end of the semester: finalize grading for Effective Writing, finalize the report for Social Sciences, elect officers for the next academic year, prepare the Diversity assessment for the Fall 2012 semester, draft a ten year calendar from this year into the future, and review core documents such as protocols, job descriptions, and the charge.

Diversity Subcommittee: The Loop Crew will now change to the Diversity Subcommittee in order to plan the upcoming Diversity Assessment for Fall 2012. Michael will continue to work on the Loop Crew’s former duties, such as progress tracking and forming a ten year calendar.

Subcommittee Time: Work in subcommittees began at 3:35 PM and lasted until the end of the meeting.

- **Diversity:**
  - Subcommittee Chair: Jeff
  - Purpose: Plan the Diversity 2012 Assessment
  - Attendance: Allan, Chao, Jeff, Margarita, Ray, Samar.
  - Discussion: The group discussed whether or not the outcomes from the 2005 Diversity assessment should be edited. Group members will read the outcomes and think about this to continue to discuss next week.

- **Effective Writing:**
  - Subcommittee Chair: Jen
  - Purpose: Data Analysis and Report Writing for Effective Writing 2011 Assessment
  - Attendance: Erica, Jackie, Jen, Loretta, Willard
  - Discussion: The group discussed potential improvements when doing the Effective Writing assessment in the future, such as stricter specification of what types of essays are acceptable for the assessment.

- **Social Sciences:**
  - Subcommittee Chair: Michael
  - Purpose: Data Analysis and Report Writing for Social Sciences 2010 Assessment
  - Attendance: Matthew, Michael
  - Discussion: The group discussed the final aspects of the Social Sciences report.

Closing:
- **Adjournment:** The meeting was adjourned at 4:00 PM.
- **Approval of This Meeting’s Minutes:** These 3/21/2012 minutes were approved at the 3/28/2012 meeting by committee vote after being motioned by Loretta and seconded by Ray.