Agenda for 3/28/2012
3:00 PM to 4:00 PM in Room 1046

1) Apologies for Absence
2) Minutes of the March 21st meeting
3) President Laackman's Input
4) Discussion & Dialogue on Ideas
5) Effective Writing Assessment Update
6) Quick Budget Update
7) Subcommittee 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
Michael Heathfield – Applied Sciences
John Kieraldo – Library
Erica McCormack – Humanities
Charles McSweeney – Advising
Willard Moody – English
Dave Richardson – Humanities
Jeff Swigart – Mathematics
Ray Tse – Physical Sciences
Loretta Visomirskis – English
Matthew Williams – ELL WL

Guests:
Will Edwards – Institutional Research
Don Laackman – President of HWC
John Metoyer – VP of Academic Affairs

Apologies:
Jackie Cunningham – ELL WL
Lynnel Kiely – Social Sciences
Chao Lu – Mathematics
Phillip Vargas – Physical Sciences
Allan Wilson – Physical Sciences

Opening: The meeting was called to order at 3:04 PM. The 3/21/2012 minutes of last meeting were approved by committee vote after being motioned by Loretta and seconded by Ray.

President Don Laackman: Don shared that he is proud of HWC’s strong culture of assessment, and he asked what resources our committee would like to request. He needs a budget request by April 3rd. He also shared that he would like our committee to assess technology initiatives at HWC on whether or not they are effective. A discussion ensued about our committee’s charge of assessing general education goals and whether or not this should be expanded. He also encouraged us to allow Will Edwards to help us with anything that we need.

Vice President John Metoyer: John shared that Lumina would like to fund a group of colleges in an initiative involving the Lumina Degree Qualification Profile. Dr. Cecilia Lopez has been discussing with Lumina about the possibility of the City Colleges being a part of this, specifically HWC. There will be a meeting on Saturday, April 21st to discuss this. Jen shared that one idea for our involvement with such an initiative could be to implement a Civic Engagement assessment and report the results to Lumina.

Further Discussion: Michael asked for ideas of budget requests. Many committee members expressed a need for our committee to better support departmental assessment without taking on an evaluative role. One idea was to ask for increased amounts of reassigned time for departmental assessment coordinators.

Closing: The meeting was adjourned at 4:00 PM. These 3/28/2012 minutes were approved at the 4/4/2012 meeting by committee vote after being motioned by Loretta and seconded by Ray.