Call to Order: Michael called the meeting to order at 3:05 PM.

Approval of Minutes from Last Week: The 4/3/2013 minutes were approved after a motion by Jen and a second by Erica.

Election of Officers for 2013 to 2014: Michael, Jen, and Jeff kept their roles as chair, vice chair, and secretary, respectively, by acclamation.

Oral Communication Rubric Review: Committee members spent some time discussing the rubric for the Oral Communication assessment, with topics including the number scale for the ratings, the names of the columns, and the text describing each box within the rubric.

Human Diversity Brief One: Michael tabled this until next week.

Any Other Business and Upcoming Events:
- Report on the HLC Conference: Carrie, Erica, and Ray attended the Higher Learning Commission Conference in Chicago on April 5th-9th. They shared about their favorite seminars, including a seminar Carrie attended about new accreditation pathways, a seminar that Erica attended about linked courses and learning communities, and a seminar Ray attended about new faculty. They also shared that some seminars were either too basic or too specific to be helpful.
- Assessment Week: Jen shared that this week of Assessment Week was a success, including the dissemination of Assessment Times, Michael’s attendance at the CAST (Committee on the Art and Science of Teaching) meeting. Jen gave a special thanks to John and everyone else involved with the work on another great issue of the Assessment Times.
- District Data Warehouse: Michael shared that district has created a data warehouse for the purpose of research, and faculty and staff have been beta testing it.
- 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.

Apologies:
- Lynnel Kiely – Social Sciences
- John Kleraldo – Library
- Chao Lu – Mathematics
- Dave Richardson – Humanities
- Phillip Vargas – Physical Sciences

Agenda:
1. Apologies for absence
2. Approval of Minutes for April 3rd meeting
3. Election of Officers for 2013 to 2014
4. Oral Communication Rubric Review
5. Human Diversity Brief One
6. Any Other Business and Upcoming Events
7. Subcommittee Time
• **April 17th Practice Presentations:** Departmental Assessment Liaisons will present to the committee in order to practice for the following week’s official presentations to administrators.

• **April 24th Departmental Assessment Presentations:** Departmental Assessment Liaisons will formally present to the committee and to administrators regarding their progress on data, tools, and time-frames.

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

**Adjournment:** Michael adjourned the meeting at 4:00 PM. These 4/10/2013 minutes were approved at the 4/17/2013 meeting after a motion by Ray and a second by Samar.