Agenda for 4/27/2011
3:00 PM to 4:00 PM in Room 1046

1) Apologies for Absence
2) Minutes of April 13th meeting
3) Effective Writing Pilot update
4) Summer Tasks
5) Mission Review Exercise
6) AOB
7) Sub-committee time

(Next meeting will be 5/4/2011 from 3:00 PM to 4:00 PM in Room 1046.)

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
Jennifer Asimow – Applied Science
Margarita Chavez – World Languages
Jacqueline Cunningham – ELL WL
Michael Heathfield – Applied Sciences
John Kieraldo – Library
Chao Lu – Mathematics
Charles McSweeney – Advising
Jaime Millan – Physical Sciences
Willard Moody – English
Dave Richardson – Humanities
Jeffrey Swigart – Mathematics
Loretta Visomirskis – English
Matthew Williams – ELL WL

Apologies
LaRhue Finney – English
Lynnel Kiely – Social Sciences (Reinvention)

Absent
Vincent Wiggins – OIT

Minutes for 4/27/2011 (Not Approved)
3:00 PM to 4:00 PM in Room 1046

Opening:
• Call to Order: Michael called the meeting to order at 3:05 PM.
• Approval of Last Meeting’s Minutes: The 4/13/2011 minutes were approved by committee vote after being motioned by Loretta and seconded by John.

Effective Writing Pilot Update:
Jen is collecting student writing samples from the faculty involved in the pilot. The subcommittee will now work on a timeline of assessing the samples and planning for the actual assessment in Fall 2011.

Summer Tasks:
• Quantitative Reasoning: Michael and Jeff will work on finishing the Quantitative Reasoning Final Report.
• Social Sciences: Lynnel, Matthew, Charles, and Jeff will grade the Social Science Assessments.
• Webpage and Blackboard Page: John will continue working on the committee’s Blackboard page, and Jeff will continue working on the committee’s Blackboard page.

Mission Review Exercise:
Michael passed out an exercise for committee members to work in groups to review our mission. After discussing our mission in groups, we reported out to each other as a large group. Here are the major points of the discussion:
• We would like more people involved and invested in the committee.
• We would like to do better at connecting to faculty and students through our disseminated information.
• We would like increased representation from faculty of all departments, from administration, and from students.
Subcommittee Time: Work in subcommittees began at 3:35 PM and lasted until the end of the meeting.

- **Dissemination (Led by Michael) (QR Fall 2009, CCSSE 2005&2009, Times, Blackboard, Website):**
  - Attendance: Chao, Charles, Jaime, Jeff, John, Margarita, Matthew, Michael.
  - Discussion:
    - Quantitative Reasoning: Jeff has finished the rough draft of the four-page mini report, and Michael will complete a final edit before bringing it to the committee for approval. Jeff is close to completing the rough draft of the full report, after which Michael will edit it for committee approval.
    - Social Sciences: Lynnel, Matthew, Charles, and Jeff will meet on Friday, May 6th, to train for the grading of the Social Science assessments.

- **Effective Writing (Led by Jen) (Pilot in Spring 2011, Assessment in Fall 2011):**
  - Discussion: The subcommittee discussed the schedule for the first five weeks of Fall 2011, which is when they will grade the essays from the pilot and begin preparation for the actual assessment.

Closing:

- **Adjournment:** Michael adjourned the meeting at 4:05 PM.
- **Approval of This Meeting’s Minutes:** These 4/27/2011 minutes were approved at the 5/4/2011 meeting by committee vote after being motioned by ***** and seconded by *****.