Agenda for 5/2/2012
3:00 PM to 4:00 PM in Room 1046

1) Apologies for Absence
2) Approval of Minutes
3) Update on work in progress and summer assignments
4) Work Review and Positive Strokes exercise
5) Food and celebration

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
Chao Lu – Mathematics
Erica McCormack – Humanities
Dave Richardson – Humanities
Jeff Swigart – Mathematics
Ray Tse – Physical Sciences
Loretta Visomirskis – English
Matthew Williams – ELL WL

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

Minutes for 5/2/2012 (Approved)
3:00 PM to 4:00 PM in Room 1046

Opening: The meeting was called to order at 3:04 PM. The 4/25/2012 minutes of last meeting were approved by committee vote after being motioned by Loretta and seconded by Ray.

Special Assignments: Michael shared that the special assignments for the summer have been submitted and are awaiting district approval. Many of these contracts start in May but will likely be pushed back to the July board. Michael suggested that those with special assignments either wait to start the work or fill out COA’s in the meantime. Here is a summary of the special assignments:

- Jennifer Asimow: Effective Writing Assessment Report Drafting (25 Hours)
- Michael Heathfield: Assessment Report and Application Writing (30 Hours)
- John Kieraldo: New Assessment Website Creation (25 Hours)
- Jeffrey Swigart: Assessment Website Archive Creation (25 Hours)
- Phillip Vargas: Effective Writing Assessment Data Analysis (40 Hours)

Assessment Times: Michael shared that after the faculty version of the newsletter went out as a web link, he received compliments from both Dr. Cecilia Lopez at district and President Don Laackman. Jen passed out copies of the newly printed student version to put in various places around campus.

Quantitative Reasoning: Michael shared that the Physical Science department recently made some changes to prerequisites, partly in response to our Quantitative Reasoning assessment. Starting in Spring 2013, Physical Science 111, 112 and 118 will have a newly added prerequisite of eligibility for Math 99. All three of these are 4-credit hour lab classes. This change has been through both HWC and District approvals. Michael learned of these changes from Phillip.
Closing Exercise: Michael asked committee members to consider strengths of our past year’s work, ways that we could improve, and anyone that we would like to specially thank. Here is a summary of the responses.

- **Strengths:** Bench strength (we have many supporters ready to volunteer time at a moment’s notice), strong work ethic, variety of experience (seasoned members, new members, etc.), good humor, collegiality, welcoming atmosphere, strong leadership, critical self-reflection, and connected to what’s going on throughout HWC and district.
- **Room for Improvement:** More actively seeking institutional changes in response to committee recommendations, better tracking these changes, delegating the work load more evenly across committee members, more efficient subcommittee time, getting other faculty more involved (both full-time and adjunct), implementing incentives for adjuncts to be involved, helping faculty and students become more familiar with the meaning of “assessment”.
- **Special Thanks:** Ray thanked the leadership team for their hard work. Erica thanked Jeff for his meticulous minutes. Michael thanked the new members, Erica, Ray, and Samar, for devoting time from their busy tenure processes to be involved. Jen thanked Willard for his careful editing of all committee documents. Samar thanked John for his work on the new website. Jeff thanked the graders of the Effective Writing assignment, many of whom were supporters from outside the committee. Matthew thanked Michael and Jen for attending district assessment meetings and sharing the highlights with us. Dave thanked the Effective Writing subcommittee for their work this semester. Jeff thanked Phillip for his stats work.

Subcommittee Time: There was no time for subcommittees this week. Subcommittee work will resume at our first meeting of the Fall 2011 semester.

Closing: The meeting was adjourned at 4:00 PM. These 5/2/2012 minutes were approved at the 8/29/2012 meeting by committee vote after being motioned by Ray and seconded by Loretta.