Minutes for 9/4/2013 (Approved)
3:00 PM to 4:00 PM in Room 1046

Members Attending:
Jen Asimow – Applied Sciences
Samar Ayesh – Physical Sciences
Michael Heathfield – Applied Sciences
John Kieraldo – Library
Erica McCormack – Humanities
Carrie Nepstad – Applied Sciences
Jeff Swigart – Mathematics
Ray Tse – Physical Sciences
Phillip Vargas – Physical Sciences
Loretta Visomirskis – English
Paul Wandless – Art and Architecture
Matthew Williams – ELL WL
Allan Wilson – Physical Sciences

Apologies:
None

Agenda:
1. Apologies for Absence
2. Approval Minutes of Last Meeting
3. Review of Assessment Schedule
4. Subcommittees for Fall
5. Feedback on Oral Communication Pilot
6. Annual Report and Summer Cuts
7. Any Other Business
8. Subcommittee Time

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

Approval of Minutes from Last Week: The 5/1/2013 minutes were approved after a motion by Ray and a second by Loretta.

Review of Assessment Schedule: Michael shared the schedule of upcoming assessments. The most immediately approaching assessments include Oral Communication 2013 and Information Literacy 2014.

Subcommittees for Fall: Our subcommittees for this semester will include Departmental Assessment headed by Carrie, Dissemination headed by Jen, Oral Communication headed by Michael, and Information Literacy headed by Jeff.

Feedback on Oral Communication Pilot: Ray shared an overview of the summer pilot of the upcoming Oral Communication assessment. Some faculty backed out of volunteering since it was so much work. Loretta shared that the volunteering helped her think more carefully about public speaking skills. Michael shared the data from pilot, including such facts as that delivery was lowest-scoring category from the rubric.

Annual Report and Summer Cuts: Michael thanked Erica and Jen for edits to his annual report for the previous academic year. He also shared that over the summer we lost the newly requested departmental liaison positions but gained the researcher/analyst position, now filled by Phillip. We were also able to keep our original departmental liaisons that began one year ago.

Any Other Business and Upcoming Events:
- Presentation to President Laackman: Carrie, Erica, and Paul presented on departmental assessment to President Laackman. Carrie shared that it went very well and that the president responded positively.
- Work Outside of Committee: Michael, Jeff, Jen, and Phillip had a planning session last week.
Subcommittees: Work began at 3:45 PM and lasted until the end of the meeting.

- **Departmental Assessment:**
  - **Purpose:** Planning and implementation of assessments at the departmental/unit level.
  - **Subcommittee Chair:** Carrie
  - **Attendance Today:** Carrie, Erica, Matthew, Paul
  - **Discussion Today:** Members discussed their thoughts on their presentation to the president as well as a schedule for work to be done in the upcoming academic year.

- **Dissemination:**
  - **Purpose:** Dissemination of Diversity Assessment 2012 Report and other committee work.
  - **Subcommittee Chair:** Jen
  - **Attendance Today:** Allan, Jen, Loretta, Willard
  - **Discussion Today:** Members discussed potential methods for disseminating the Diversity Report. Jen will ask for a rough draft to look during next week's subcommittee time.

- **Information Literacy:**
  - **Purpose:** Preparation for Information Literacy Assessment 2014.
  - **Subcommittee Chair:** Jeff
  - **Attendance Today:** Jeff, John
  - **Discussion Today:** Members discussed updates to the website and initial options for the tool to be used for the Information Literacy Assessment.

- **Oral Communication:**
  - **Purpose:** Preparation for Oral Communication 2013 Assessment.
  - **Subcommittee Chair:** Michael
  - **Attendance Today:** Michael, Phillip, Ray, Samar
  - **Discussion Today:** Members discussed the summer pilot, reducing complexity for faculty volunteers, using Scantron, rewriting instructions for faculty volunteers, overall timescale, strategy for getting more adjunct volunteers, and sharing the rubric early so that faculty volunteers can properly prepare.

**Adjournment:** Michael adjourned the meeting at 4:00 PM. These 9/4/2013 minutes were approved at the 9/11/2013 meeting after a motion by Ray and a second by Loretta.