Agenda for 9/7/2011
3:00 PM to 4:00 PM in Room 1046

1) Minutes of August 31st meeting
2) Sub-Committee Time – 30 minutes
3) Chair’s Updates
   a. Budget line item $14,000
   b. Registration Hours
   c. President Visit 9/28
   d. Annual Report Delivered
4) Sub-Committee Feedback
   a. Effective Writing Assessment
   b. Social Science Assessment
5) A.O.B.

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
Jackie Cunningham – ELL WL
Michael Heathfield – Applied Sciences
John Kieraldo – Library
Chao Lu – Mathematics
Willard Moody – English
Dave Richardson – Humanities
Jeff Swigart – Mathematics
Ray Tse – Physical Sciences
Phillip Vargas – Physical Sciences
Loretta Visomirskis – English
Allan Wilson – Physical Sciences

Apologies:
Margarita Chavez – World Languages
Lynnel Kiely – Social Sciences (Reinvention)
Charles McSweeney – Advising

Absent:
LaRhue Finney – English
Matthew Williams – ELL WL

Consultants/Guests Attending:
John Metoyer – VP of Academic Affairs

Opening:
• Call to Order: Michael called the meeting to order at 3:00 PM.
• Approval of Last Meeting’s Minutes: The 8/31/2011 minutes were approved by committee vote after being motioned by Jen and seconded by Willard.

Survey Scanner: John Metoyer will look into who at the college knows how to use it so that committee members can be trained.

Effective Writing Assessment: Special assignments are needed for the graders of this assessment after it is implemented in November. Two options for compensation are include our $14,000 in the budget and waiving of registration hours.

President’s Visit: We look forward to President Laackman visiting our meeting on 9/28/2011.

Annual Report: Michael submitted the annual report by email to President Laackman and John Metoyer.

CCSSE: District is implementing the Community College Survey of Student Engagement across all seven colleges. District will provide the funds, but our committee is in charge planning the implementation at HWC. The Future Plans Subcommittee will begin work on this.
Subcommittee Time: Work in subcommittees began at 3:40 PM and lasted until the end of the meeting.

- **Effective Writing (Led by Jen) (Assessment in Fall 2011):**
  - Discussion: The subcommittee members each graded three essays using the rubric in order to estimate the time budget for essay grading. The result was an estimate of 5 minutes per essay, which extrapolates to 225 total hours of work.

- **Future Plans (Led by Michael) (Direction of the Committee):**
  - Attendance: Allan, Michael, Ray, Samar.
  - Discussion: The subcommittee discussed tracking recommendations and changes that have been initiated by assessment findings. Here are the highlights of the conversation:
    - We don’t have or keep records of this important aspect of assessment.
    - What do we recall of our findings from the first full cycle of assessments around general education student learning outcomes?
    - What can we say has most influenced changes and what has least influenced change?
    - Are all the reports on the website?
    - If there some way of tracking (in a non-punitive way) the impact of assessment findings?
    - Do we disseminate and that is it....
    - Before revisiting any Gen Ed. area we have to revisit our previous findings and have some sense of the impact of these results.
    - Is there a small summary of assessment findings that can be given to all teachers?
    - Do new faculty get assessment findings and recommendations as part of their orientation package? Especially if the assessment connects with their academic discipline...
    - Mike will spend some time this semester collating findings and data from across all our assessment and try to put this together in an accessible and small format.

- **Quantitative Reasoning (Led by Jeff) (Report on 2009 Assessment):**
  - Attendance: Chao, Jeff, John K., Phillip.
  - Discussion: Phillip shared that he had made significant progress in deepening the statistics in the final Quantitative Reasoning report. He plans to be ready to present to the committee in two weeks. John K. shared that he continues to update the committee webpage. He will also train Jeff on how to help with web editing.

Closing:
- **Adjournment:** Michael adjourned the meeting at 4:00 PM.
- **Approval of This Meeting’s Minutes:** These 9/7/2011 minutes were approved at the 9/14/2011 meeting by committee vote after being motioned by Allan and seconded by Jen.