Minutes for 9/11/2013 (Approved)
3:00 PM to 4:00 PM in Room 1046

Members Attending:
- Jen Asimow – Social Services
- Samar Ayesh – Physical Science
- Michael Heathfield – Social Services
- John Kieraldo – Library
- Erica McCormack – Humanities
- Willard Moody – English
- Jeff Swigart – Mathematics
- Ray Tse – Physical Science
- Phillip Vargas – Physical Science
- Loretta Visomirskis – English
- Paul Wandless – Art and Architecture
- Allan Wilson – Physical Science

Apologies:
- Rosie Banks – Office of Instruction
- Carrie Nepstad – Social Services

Agenda:
1. Apologies for Absence
2. Approval Minutes of Last Meeting
3. Approval of HWC Annual Assessment Report
4. “Principles for Effective Assessment of Student Achievement”
5. District Debates
6. Re-accreditation Requirements on Program Assessment
7. C.C.S.S.E.
8. Any Other Business
9. Sub-Committee Time

Call to Order: Michael called the meeting to order at 3:03 PM.

Approval of Minutes from Last Week: The 9/4/2013 minutes were approved after a motion by Ray and a second by Loretta.

Approval of HWC Annual Assessment Report: Tabled until next week.

Principles for Effective Assessment of Student Achievement: Michael shared with committee members a document regarding the necessity of assessment and endorsed by major organizations such as the American Association of Community Colleges.

District Debates: Michael shared that there are current debates within district about how much investment there should be in assessment.

Re-accreditation Requirements on Program Assessment: Michael shared a conversation he had with VP Margie Martyn regarding how re-accreditation is now requiring program level outcomes. Chairs and program coordinators will potentially be in charge of it, not our committee.

CCSSE: District is potentially pushing the administering of CCSSE (Community College Survey of Student Engagement) back to a later time.

Any Other Business and Upcoming Events:
- Diversity Report: Jeff is working on the finishing touches.
- Effective Writing: Jen shared that she thought the Effective Writing results should be shared with the English department at a special meeting. The committee agreed. Phillip will attend in order to answer any statistics questions, and Loretta and Willard will attend as representatives from the English department.
- Faculty Council Liaison to Assessment Committee: Paul shared that he is now the Faculty Council liaison to our committee.
Subcommittees: Work began at 3:35 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:** Erica, Paul
  - **Discussion Today:** Members shared drafts of their schedules for their work this semester.

- **Dissemination:**
  - **Purpose:** Dissemination of Diversity Assessment 2012 Report and other committee work.
  - **Subcommittee Chair:** Jen
  - **Attendance Today:** Allan, Jen, Loretta, Willard
  - **Discussion Today:** Members began looking through the Diversity Report to find interesting data to be disseminated. Jen will contact Larnell about presenting the Effective Writing results at an English Department meeting.

- **Information Literacy:**
  - **Purpose:** Preparation for Information Literacy Assessment 2014.
  - **Subcommittee Chair:** Jeff
  - **Attendance Today:** Jeff, John
  - **Discussion Today:** Members discussed the difference in phrases Information Literacy vs Information Fluency. The latter phrase is newer and perhaps on the rise. Members also discussed finding a tool that has already been created, which will likely be better for our committee than trying to create our own. Starting next week, members will begin researching options of tools.

- **Oral Communication:**
  - **Purpose:** Preparation for Oral Communication 2013 Assessment.
  - **Subcommittee Chair:** Michael
  - **Attendance Today:** Michael, Phillip, Ray, Samar
  - **Discussion Today:** Members discussed the email to class volunteers and the instructions for the Scantron demographics survey.

Adjournment: Michael adjourned the meeting at 4:00 PM. These 9/11/2013 minutes were approved at the 9/18/2013 meeting after a motion by Allan and a second by Erica.