Call to Order: Michael called the meeting to order at 3:04 PM.

Approval of Minutes from Last Week: The 9/25/2013 minutes were approved after a motion by Loretta and a second by Phillip.

Minutes This Week: The committee thanks Jen for taking minutes in Jeff's absence.

Update on Oral Communication: So far 12 faculty members have volunteered about 400 students. Committee members discussed strategies for obtaining more volunteers. Michael will talk to George Bickford about getting adjunct volunteers. Michael will also resend the invitation email with clearer subject line. Rosie volunteered to specifically target College Success classes. Erica suggested that committee members should offer support to faculty members who have little experience with oral assignments. All committee members agreed to advertise to fellow faculty.

Unit Assessment: Carrie shared a curriculum map that is used in the Child Development program. This map aligns courses to student learning outcomes, learning opportunities, rubrics, and national standards. The learning opportunities vary, but the rubrics are standard throughout the program. Such maps are going to be necessary for every program at the college.

Assessment Committee Changes: Michael shared that he is stepping down as chair in December because he is going to be chair of the Applied Sciences Department. Jen will step in as interim chair for the spring semester.

Any Other Business:
  • Information Literacy: Next week the committee will continue its work on these student learning outcomes. Committee members should reread the rough draft of the outcomes in preparation.
  • Oral Communication: Next week the committee will continue to discuss ways of getting more volunteers.
• **Discipline/Unit Assessment:** Armen suggested to Michael that we should ask again for more financial support for discipline/unit assessment.

• **Effective Writing:** Jen shared that Larnell Dunkley, chair of the English Department, has invited Phillip and her to present data from the Effective Writing Assessment at their next department meeting.

• **Human Diversity:** Michael shared that the final report is almost complete, at which time it will need to be reviewed by the committee.

• **Developmental Education:** Rosie shared that HWC is hiring a developmental education director whose job description will include developing an assessment plan.

**Subcommittees:** Work began at 3:45 PM and lasted until the end of the meeting.

• **Discipline/Unit Assessment:**
  - **Purpose:** Planning and implementation of assessments at the discipline/unit level.
  - **Subcommittee Chair:** Carrie
  - **Attendance Today:** Carrie, Erica
    - **Discussion Today:** Members discussed a meeting that took place within the Humanities Department. Erica shared her semester timeline, and Carrie shared her curriculum map.

• **Dissemination:**
  - **Purpose:** Dissemination of Diversity Assessment 2012 Report and other committee work.
  - **Subcommittee Chair:** Jen
  - **Attendance Today:** Allan, Jen, Loretta, Rosie, Willard
  - **Discussion Today:** Members discussed the Information Literacy student learning outcomes.

• **Information Literacy:**
  - **Purpose:** Preparation for Information Literacy Assessment 2014.
  - **Subcommittee Chair:** Jeff
  - **Attendance Today:** Not Applicable.
  - **Discussion Today:** Members did not meet due to Jeff’s absence but instead sat in on the Oral Communication Subcommittee.

• **Oral Communication:**
  - **Purpose:** Preparation for Oral Communication 2013 Assessment.
  - **Subcommittee Chair:** Michael
  - **Attendance Today:** Michael, Phillip, Ray, Samar
  - **Discussion Today:** Members discussed the race categories to include on the demographics survey for Scantron and decided to push for the five categories used on the CCC/HWC digest. Members will continue to finalize instruction sheets and review those next week. In week 8, members will bring the overall finalized plan to the entire committee for comment and approval. Michael will continue to work to recruit more faculty members.

**Adjournment:** Michael adjourned the meeting at 4:00 PM. These 10/2/2013 minutes were approved at the 10/9/2013 meeting after a motion by Allan and a second by Phillip.