Agenda for 10/5/2011
3:00 PM to 4:00 PM in Room 1046

1) Apologies for absence
2) Minutes of September 28th meeting
3) Presidential Feedback!
4) Effective Writing Preparation
5) CCSSE
6) Subcommittee tasks for remainder of semester
7) A.O.B.
8) Subcommittee time

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.
Minutes for 10/5/2011 (Approved)  
3:00 PM to 4:00 PM in Room 1046

Members Attending:  
Jen Asimow – Applied Science  
Samar Ayesh – Physical Sciences  
Margarita Chavez – World Languages  
LaRhue Finney – English  
Michael Heathfield – Applied Sciences  
John Kieraldo – Library  
Willard Moody – English  
Jeff Swigart – Mathematics  
Ray Tse – Physical Sciences  
Phillip Vargas – Physical Sciences  
Loretta Visomirskis – English  
Matthew Williams – ELL WL

Apologies:  
Jackie Cunningham – ELL WL  
Lynnel Kiely – Social Sciences (Reinvention)  
Chao Lu – Mathematics  
Charles McSweeney – Advising  
Allan Wilson – Physical Sciences

Absent:  
Dave Richardson – Humanities

Opening:  
- Call to Order: Michael called the meeting to order at 3:05 PM.  
- Approval of Last Meeting’s Minutes: The 9/28/2011 minutes were approved by committee vote after being motioned by Jen and seconded by LaRhue.

Presidential Feedback: After visiting our meeting last week, President Laackman emailed Michael about being impressed with the work our committee is doing.

Effective Writing 2011 Assessment: Jen shared the spreadsheet of faculty volunteers we have so far for the assessment this November. We are doing well but still need more volunteers. Jen and Michael will therefore begin emailing out personal invitations. The directions for faculty are almost complete and will be finished during subcommittee time. Will Edwards has been helping to prepare copies of the demographics portion of the assessment.

CCSSE 2012: The Community College Survey of Student Engagement will be administered district-wide this coming spring of 2012. Michael suggested that this be our sole data collection for the calendar year 2012, and then in fall 2012 we work on data analysis and regrouping.

CHEA Award Application: Michael has been working with Will Edwards and John Metoyer to gather information for the award application for the Council for Higher Education Accreditation. He is almost finished and hopes to have a rough draft by next week. John K and Jeff will work toward updating the committee’s webpage in case the reviewers of the CHEA award applications decide to look at it.
Subcommittee Time: Work in subcommittees began at 3:30 PM and lasted until the end of the meeting.

- **Dissemination (Led by Jeff) (QR 2009 Dissemination, SS 2010 Data Analysis, Website):**
  - Attendance: Jeff, John K, Matthew, Michael, Phillip.
  - Discussion:
    - Quantitative Reasoning 2009 Dissemination: Jeff will share a brief version of the results at the next math department meeting. Subcommittee members will also begin working on ideas for posters, articles for the student newspaper, and entries to the Harold Lounge blog.
    - Social Sciences 2010 Data Analysis: Phillip will continue to work on the data analysis and regularly consult with Lynnel.
    - Website: John K and Jeff will update the committee’s temporary Google website in order to prepare for the reviewers of the CHEA award application. Jeff will contact John Metoyer to ask that the Assessment Committee link on the HWC homepage be changed from the old outdated site to the temporary Google site. After the CHEA review process is complete, John K and Jeff will start moving all of the information to the new district-wide website template.

- **Effective Writing (Led by Jen) (EW Assessment in Fall 2011):**
  - Attendance: Jen, LaRhue, Loretta, Margarita, Willard.
  - Discussion: The subcommittee discussed what departments had volunteered class sections so far. In order to have better representation, more class sections are needed from biology, business, social science, and English 102. The subcommittee also edited the instructions for faculty for gathering student work and submitting it for the assessment.

- **Future Plans (Led by Michael) (Direction of the Committee):**
  - Attendance: Ray, Samar.
  - Discussion: The subcommittee discussed mapping HWC’s general education student learning outcomes with the Lumina Degree Qualification Profile, a task that should be able to be completed within the next few weeks.

Closing:

- **Adjournment:** Michael adjourned the meeting at 4:00 PM.
- **Approval of This Meeting’s Minutes:** These 10/5/2011 minutes were approved at the 10/12/2011 meeting by committee vote after being motioned by Loretta and seconded by Allan.