Agenda for 10/10/2012
3:00 PM to 4:00 PM in Room 1046

1) Apologies for Absence
2) Minutes of the October 2nd meeting
3a) Update on Diversity Assessment preparation
3b) Faculty volunteered sections
3c) Using registration hours for proctoring
3d) Decisions we need to make - Jeff?
4) CHEA application approval
5) Social Science Report preparation for approval
6) A.O.B.
7) Sub-committee 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 10/10/2012 (Approved)
3:00 PM to 4:00 PM in Room 1046

Members Attending:
Jen Asimow – Applied Sciences
Samar Ayesh – Physical Sciences
Andrew Cutcher – World Languages
LaRhue Finney - English
Michael Heathfield – Applied Sciences
John Kieraldo – Library
Erica McCormack – Humanities
Willard Moody – English
Carrie Nepstad – Applied Sciences
Dave Richardson – Humanities
Jeff Swigart – Mathematics
Ray Tse – Physical Sciences
Loretta Visomirskis – English
Carrie Nepstad – Applied Sciences
Dave Richardson – Humanities
Jeff Swigart – Mathematics
Ray Tse – Physical Sciences
Loretta Visomirskis – English
Paul Wandless – Art and Architecture

Apologies:
Lynnel Kiely – Social Sciences
Chao Lu - Mathematics
Phillip Vargas – Physical Sciences

Honored Guests:
Will Edwards – Institutional Research

Opening and Approval of Minutes: The meeting was called to order at 3:05 PM. The 10/3/2012 minutes of last meeting were approved by committee vote after being motioned by Jen and seconded by Loretta.

Work Outside of Meeting: Michael and Jen met with Phillip from 2:00 PM to 3:00PM today to discuss the writing of the Social Science final report.

CHEA: Michael shared that the application for the award from the Council for Higher Education Accreditation is due on Friday, and he shared his rough draft with the committee, who approved it unanimously.

Assessment Times: Jen shared that she would like to finish this semester’s issue of the Assessment Times by week 10. She asked for the following items to be completed by next week: a message from the chair from Michael, a piece on Effective Writing from herself, a piece on Diversity from Jeff, and a piece on departmental assessment from Carrie, Dave, Erica, and Paul.

Diversity: The committee discussed how to manage the two groups of volunteered classes, those using the computer labs during class and those doing the survey outside of class. After some discussion, committee members agreed that those taking the survey outside of class would do so during week 12 to coincide with the computer lab during classes. Also, by next week Jeff will have a checklist of what still needs to be done.
Social Science Assessment: Michael shared that the text of the final report is completely finished, and now the graphic design of it is being worked on to make it professional-looking for dissemination.

Effective Writing: Jen shared more preliminary findings from the data. For example, students did not do well at self-identifying their writing skill level. Also, the most significant change in writing score between groups of students by class is between students in English 100 and English 102. Carrie commented that we should think about how to share these results in helpful and positive ways since they could be misconstrued.

Subcommittee Time: Work in subcommittees began at 3:35 PM and lasted until the end of the meeting.

- **Departmental Assessment:**
  - Subcommittee Chair: Dave
  - Attendance: Carrie, Dave, Erica, Paul
  - Purpose: Planning and implementation of assessments at the departmental level. The following are the positions: Carrie in Applied Science, Paul in Art, Erica in Humanities, and Dave coordinating.
  - Discussion: Members reviewed Carrie’s survey of students on writing.

- **Diversity:**
  - Subcommittee Chair: Jeff
  - Attendance: Jeff, John, Ray, Samar
  - Purpose: Planning and implementation of the Diversity 2012 Assessment.
  - Discussion: Members discussed the need for a checklist of what needs to be done in the final weeks leading up to Assessment Week as well as what should be rushed onto the committee’s webpage as final prep for the completion of the CHEA award application.

- **Effective Writing:**
  - Subcommittee Chair: Jen
  - Attendance: Jen, Loretta, Willard
  - Purpose: Data analysis and report-writing for Effective Writing 2011 Assessment.
  - Discussion: Members discussed the “Recommendations” and “Interpretation” sections of the final report and worked on improving them.

- **Social Sciences and AC Structure:**
  - Subcommittee Chair: Michael
  - Attendance: Andrew, LaRhue, Matthew, Michael
  - Purpose: Data analysis and report-writing for Social Sciences 2010 Assessment.
  - Discussion: Members discussed methods of dissemination for the recently completed Social Sciences final report.

Closing: The meeting was adjourned at 4:00 PM. These 10/10/2012 minutes were approved at the 10/17/2012 meeting by committee vote after being motioned by Jen and seconded by LaRhue.