Agenda for 10/31/2012  
3:00 PM to 4:00 PM in Room 1046 

1) Apologies for Absence  
2) Approval of minutes from October 24th meeting  
3) Approval of Assessment Times for electronic circulation  
4) Preparation for Assessment Week  
   Proctoring instructions and guidance to committee members  
   Proctoring schedule finalize  
   Procedures during the week  
5) 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 10/31/2012 (Approved)
3:00 PM to 4:00 PM in Room 1046

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

Apologies:
Andrew Cutcher – World Languages
Lynnel Kiely – Social Sciences
Phillip Vargas – Physical Sciences

Honored Guests:
Sherri Hayden – Faculty Assistant, Social Sciences

Opening: Michael called the meeting to order at 3:05 PM.

Approval of Minutes: The 10/24/2012 minutes of last meeting were approved by committee vote after being motioned by Loretta and seconded by Ray.

Assessment Times: Jen shared that the Fall 2012 issue of our newsletter is almost complete. Michael will finish an additional page by the end of the day. Ray motioned approval, Loretta seconded, and the committee voted to approve this issue. It will be sent electronically as soon as possible, and Jen will produce a slightly modified student version very soon, which will include a thank you to students for participating in Diversity Assessment.

Diversity Assessment: Jeff shared that we have 3039 potential students to complete the survey, and at a 60% expected rate that gives 1823 expected students. This is far above our needed 1000 student sample. Jeff also asked for more proctor volunteers for the computer labs, and all needed time slots were successfully filled. Finally, Jeff shared the guidelines for proctoring, and committee members discussed potential issues that may arise in the computer labs throughout Assessment Week.
Subcommittee Time: Work in subcommittees began at 3:40 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 discussed Erica’s progress toward a music assessment and draft outcomes.

- **Diversity:**
  - Subcommittee Chair: Jeff
  - Attendance: Chao, Jeff, John, LaRhue, Ray, Samar
  - Purpose: Planning and implementation of the Diversity 2012 Assessment.
  - Discussion: Members discussed final planning of Assessment Week, namely the proctor schedule and emails that need to go out.

- **Effective Writing:**
  - Subcommittee Chair: Jen
  - Attendance: Jen, Loretta, Willard
  - Purpose: Data analysis and report-writing for Effective Writing 2011 Assessment.
  - Discussion: Jen shared with the group about how their new role will be to oversee the creation of learning modules based on data from former assessments.

- **Social Sciences and AC Structure:**
  - Subcommittee Chair: Michael
  - Attendance: Did not meet this week. Members joined the Diversity Subcommittee.
  - Purpose: Data analysis and report-writing for Social Sciences 2010 Assessment.
  - Discussion: Not applicable.

Closing: The meeting was adjourned at 4:00 PM. These 10/31/2012 minutes were approved at the 11/14/2012 meeting by committee vote after being motioned by Ray and seconded by LaRhue.