Agenda for 11/2/2011  
3:00 PM to 4:00 PM in Room 1046

1) Apologies for Absence  
2) Approval of Minutes of Wednesday 28th October meeting  
3) Effective Writing Reminder  
4) Social Sciences Progress Update  
5) CHEA Application Update  
6) Assessment Times  
7) Website Weekly Review: Discussion of Goals, history and outcomes  
8) 'Civic Learning' do we expect our students to get this from HWC?  
9) Recent reports on student retention and success  
10) 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.
Members Attending:
Jen Asimow – Applied Science
Samar Ayesh – Physical Sciences
Margarita Chavez – World Languages
Jackie Cunningham – ELL WL
LaRhue Finney – English
Michael Heathfield – Applied Sciences
John Kieraldo – Library
Chao Lu – Mathematics
Charles McSweeney – Advising
Jeff Swigart – Mathematics
Ray Tse – Physical Sciences
Phillip Vargas – Physical Sciences
Willard Moody – English

Apologies:
Lynnel Kiely – Social Sciences (Reinvention)
Loretta Visomirskis – English
Allan Wilson – Physical Sciences

Absent:
Dave Richardson – Humanities
Matthew Williams – ELL WL

Guests Attending:
Will Edwards – Assist. Dir. of Inst. Research

Opening:
- Call to Order: The meeting was called to order at 3:05 PM.
- Approval of Last Meeting’s Minutes: The 10/26/2011 minutes were approved by committee vote after being motioned by Charles and seconded by Ray.

Effective Writing 2011 Assessment: Jen will send an email to participating faculty reminding them to collect their students’ writing samples as soon as possible.

Social Sciences 2010 Assessment: Phillip now has the full spreadsheet of data and will begin the full analysis.

CHEA Award Application: Our award application for the Council for Higher Education Accreditation is submitted, and the college has updated its membership and paid its dues. Reviewing of the applications begins around November 1st, and the results will be announced around January 4th.

Assessment Times Newsletter: Jen has collected many articles and is still waiting on others. She will work on the final edits next Wednesday and begin printing the final copy late next week.
Website Weekly Review: Jeff has been working to take committee documents from various locations and gather them to one location to then disseminate on the committee’s new web page. Each week, Jeff will share with the committee one or two documents to discuss, possibly edit, and then put on the webpage. John K will continue to prepare the new web page according to the district template. This week, Jeff shared with the committee two documents: the General Education Goals and the General Education Outcomes. Jen shared a brief history of these documents, and Michael offered to work on these documents in the Future Plans subcommittee.

Civic Learning: One of Lumina’s categories of outcomes is Civic Learning. Michael asked the committee to discuss whether this should be an expectation for our students. There were a range of opinions, some sharing that our students have too many other expectations to add this one as well, and others sharing that civic learning fits well with our institution’s social justice focus. Michael and the Future Plans subcommittee will continue to discuss this issue.

Recent Reports on Student Retention and Success: Michael passed out copies of two reports for committee members to consider: The Hidden Costs of Community College by American Institutes for Research and Postsecondary Educational Trajectories of Urban Youth by Chapin Hall at the University of Chicago.

Subcommittee Time: Work in subcommittees began at 3:45 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, Phillip.
  - Discussion: John K shared the work he had done over the past week on the webpage. He also agreed to ask district for editing access to our new webpage so that he can continue to be our webpage manager.

- Effective Writing (Led by Jen) (EW Assessment in Fall 2011):
  - Discussion: Subcommittee members practiced reading essays and using the rubric.

- Future Plans (Led by Michael) (Direction of the Committee):
  - Attendance: Michael, Samar.
  - Discussion: Subcommittee members discussed the Lumina outcome of Civic Learning, noting that although it is not named in our outcomes, it happens in various ways at HWC.

Closing:
- Adjournment: The meeting was adjourned at 4:00 PM.
- Approval of This Meeting’s Minutes: These 11/2/2011 minutes were approved at the 11/9/2011 meeting by committee vote after being motioned by Ray and seconded by Jackie.