Call to Order: Michael called the meeting to order at 3:03 PM.

Approval of Minutes of Last Meeting: The 10/30/2013 minutes were approved after a motion by Loretta and a second by Paul.

Subcommittee Updates:

- **Oral Communication:** Michael shared that everything seems to be running smoothly and on schedule.
- **Discipline/Unit Assessment:** Erica shared that she has been meeting every other week with the music faculty to continue work on the rubric for the music assessment. This rubric will likely use a sliding scale and would then be flexible across many levels of applied music classes. Paul shared that he has finished the Art 103 assessment and is now working on the Art 131 and Art 144 assessments. Committee members discussed how to best disseminate results from departmental assessment and agreed that periodic dissemination is important in order to show progress of the work. Jen shared that we should invite Jonathan Kaiser, the district administrator over assessment, to one of our meetings. Carrie shared about the rubric on the Applied Science writing website and how discussions with other faculty reveal awareness of what can be gained from using it.
- **Dissemination:** Jen reminded committee members to submit their Assessment Times articles to her as soon as possible. She also passed out color copies of the first round of Human Diversity results to put in faculty mailboxes.
- **Human Diversity:** Michael shared that he will work on finalizing the report this week and will have a draft by next week.

**Information Literacy SLO’s:** John shared the draft of student learning outcomes he had written earlier in the week. Committee members discussed improvements and made some edits. The committee then approved the updated SLO’s, as shown here.

The student will be able to:
1. Determine the nature of the information needed in a given context.
2. Identify available resources of different types (e.g., books, journal articles) and formats (e.g., print, electronic).
3. Access and navigate information resources and services effectively.
4. Evaluate sources of information based on appropriate criteria.
5. Organize new information efficiently and integrate it with other information or material.
6. Distinguish between ethical and unethical uses of information (e.g., source attribution, intellectual property).

Any Other Business:
• **Japanese Delegation**: On Tuesday of next week, a delegation of higher education administrators and faculty from Japan will come to visit HWC and discuss assessment. They chose to come here after hearing about the CHEA award. Michael will have two-hour time window with them, which among other things will include a presentation on HWC’s assessment culture and learning.

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, Paul
  • **Discussion Today**: Paul discussed recent data collection and changes to his rubric, Erica described changes to her timeline, and Carrie shared about her recent meeting with the Applied Science Department.

• **Dissemination**:
  • **Purpose**: Dissemination of Diversity Assessment 2012 Report and other committee work.
  • **Subcommittee Chair**: Jen
  • **Attendance Today**: Allan, Jen, Loretta, Willard
  • **Discussion Today**: Members edited the Human Diversity article for the Assessment Times.

• **Information Literacy**:
  • **Purpose**: Preparation for Information Literacy Assessment 2014.
  • **Subcommittee Chair**: Jeff
  • **Attendance Today**: Jeff, John
  • **Discussion Today**: Members looked at a free tool by NILRC (Network of Illinois Learning Resources in Community Colleges), and next week they will begin mapping it to our newly approved outcomes.

• **Oral Communication**:
  • **Purpose**: Preparation for Oral Communication 2013 Assessment.
  • **Subcommittee Chair**: Michael
  • **Attendance Today**: Michael, Phillip, Ray
  • **Discussion Today**: Michael will send a reminder to all faculty volunteers next week in order to try to keep them “in the game”.

Adjournment: Michael adjourned the meeting at 4:00 PM. These 11/6/2013 minutes were approved at the 11/13/2013 meeting after a motion by Jen and a second by Loretta.