Agenda for 11/9/2011
3:00 PM to 4:00 PM in Room 1046

1) Apologies for Absence
2) Minutes of November 2nd meeting
3) Update on Effective Writing Assessment Data Gathering
4) Feedback on District Assessment Chairs Meeting
5) Website Review - Quick Look
6) Edit and Approve Assessment Times Fall 2011 edition
7) 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.
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
Willard Moody – English
Ray Tse – Physical Sciences
Phillip Vargas – Physical Sciences
Allan Wilson – Physical Sciences

Apologies:
Lynnel Kiely – Social Sciences (Reinvention)
Charles McSweeney – Advising
Jeff Swigart – Mathematics
Loretta Visomirskis – English

Absent:
Dave Richardson – Humanities
Matthew Williams – ELL WL

Opening:
• Call to Order: The meeting was called to order at 3:05 PM.
• Approval of Last Meeting’s Minutes: The 11/2/2011 minutes were approved by committee vote after being motioned by Ray and seconded by Jackie.

Update on Effective Writing Assessment Data Gathering:
Michael announced that the effective writing packets are being turned in by faculty, but we are still waiting on roughly 80% of them. Jen will send another email shortly to remind people.

District Assessment Chairs Meeting:
• Michael and Jennifer attended the district assessment chairs meeting on behalf of the Assessment Committee. They talked about many things that culminated in writing a vision for assessment committees. We are planning to share our expertise with the other colleges.
• Michael expressed concern that assessment data may be used as performance metrics, and he is emphatically pushing for that not to happen. Allan mentioned a similar concern within the Chemistry department. Michael plans to have these concerns addressed explicitly in the charter.
• Jennifer discussed the value project involving template rubrics for disciplines where you can put assessment data into a website which can then perform analysis of your data with comparative data from other participating colleges. The impetus for this is to prevent reinventing the wheel.
• Civic learning was also discussed and will not be going away! Michael again pushed for us to get ahead of this.
Website Review:
John K shared that the website has been updated with the general education goals.

Assessment Times Fall 2011 Edition:
Jen passed out the assessment times to red pen. After a cursory review, Jen asked everyone to take home a copy to read closer and have corrections by Friday.

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

- Dissemination (Led by Jeff) (QR 2009 Dissemination, SS 2010 Data Analysis, Website):
  - Attendance: Chao, John K, Phillip.
  - Discussion: Chao is looking into the cartoon for the Assessment Times. Everyone else is brainstorming catchy slogans. Phillip said his farewells to the Dissemination subcommittee to move to Effective writing. However, Phillip will continue to be the liaison with CAST for disseminating the QR data most likely next semester.

- Effective Writing (Led by Jen) (EW Assessment in Fall 2011):
  - Discussion: Jackie shared that she has been collating the data. Phillip discussed how we should proceed with inter-rater reliability for the effective writing grades along with how to conduct a single-blind study. Subcommittee members also spent time editing the Assessment Times.

- Future Plans (Led by Michael) (Direction of the Committee):
  - Attendance: Michael, Ray, Samar.
  - Discussion: Subcommittee members spent the time mapping SLOs of our general education with Lumina’s outcomes.

Closing:
- Adjournment: The meeting was adjourned at 4:00 PM.
- Approval of This Meeting’s Minutes: These 11/9/2011 minutes were approved at the 11/16/2011 meeting by committee vote after being motioned by Ray and seconded by Samar.