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 11/30/2011  [Approved]
3:00 PM to 4:00 PM in Room 1046

Members Attending:
Samar Ayesh – Physical Sciences
Margarita Chavez – World Languages
LaRhue Finney – English
Michael Heathfield – Applied Sciences
John Kieraldo – Library
Chao Lu – Mathematics
Willard Moody – English
Dave Richardson – Humanities
Jeff Swigart – Mathematics
Ray Tse – Physical Sciences
Phillip Vargas – Physical Sciences
Allan Wilson – Physical Sciences

Apologies:
Jen Asimow – Applied Science
Lynnel Kiely – Social Sciences (Reinvention)
Charles McSweeney – Advising
Loretta Visomirskis – English

Absent:
Jackie Cunningham – ELL WL
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 11/23/2011 minutes were approved by committee vote after being motioned by Phillip and seconded by LaRhue.

Review and Thanks: Michael shared a brief overview of the work completed this semester and thanked everyone for their hard work.

Assessment Times: Michael will email the full and student versions as links to our webpage.

Effective Writing Update and Organization: Michael will coordinate a training session for the grader in order to make sure everyone is applying the rubric similarly. Jeff will email spreadsheet files to each grader with instructions to email them back to him when completed. This first round of grading will be completed by registration week in January, at which time the essays will be redistributed for a second round of grading.

Subcommittee Time: Subcommittee time was spent editing the documents necessary for the Effective Writing training and grading.

Closing:
• Adjournment: The meeting was adjourned at 4:00 PM.
• Approval of This Meeting’s Minutes: These 11/30/2011 minutes were approved at the 1/25/2012 meeting by committee vote after being motioned by Loretta and seconded by John.