

Memorandum

To: Assessment Committee Members
From: Cecilia L. Lopez
Date: March 18, 2003
Re: Assessment Notes

Attached please find the “Minutes/Background Information on Assessment to Date.” The “Minutes” represent the notes taken at our meeting of March 12. I wish to personally thank each one of you for your patience and willingness to share your thoughts on the assessment activities each department has accomplished and the challenges each department has experienced. For those of you who had to leave early due to teaching obligations, additional copies of the assessment resources that I distributed are available from my secretary, Angela Feliciano (ext. 5920).

At our next meeting, to be held, Wednesday, March 19 at 2:30 pm in the VP Conference Room, I will provide a preliminary blueprint outlining what I believe we need to accomplish within the next three academic years, starting with spring 2003. Briefly, we need to reach consensus and act on the following:

1. Defining Critical Thinking and Diversity
2. Choosing cross-disciplinary measures for each
3. Developing and implementing the methodology and protocols for how these measures will be used, by whom, over what sample of the population, and when
4. Exploring the possibility of using the Community College Survey of Student Engagement (CCSSE)
5. Serving as a pilot site for the “Collegiate Learning Assessment,” a project sponsored by the National Forum on College-Level Learning and the Pew Charitable Trusts
6. Providing workshops for faculty related to cross-disciplinary assessment techniques, Critical Thinking, Diversity, and the CCSSE
7. Providing training for faculty on the administration of these measures
8. Providing the necessary IR support for identifying appropriate cohorts and the scoring and dissemination of assessment data and information to faculty
9. Creating a systematic and structured process for the above and for turning data into useful information that can be linked to departmental and institutional planning and budgeting and thereby be used to improve student learning

10. Developing a process and procedure for departments to annually report on department-specific and cross-disciplinary assessment activities, results, and changes made as a result of assessment information.

I will need your cooperation, enthusiasm, and expertise as we work to make HWC's assessment program useful and exemplary!