

**Minutes of the HOAP Committee  
November 2, 2011**

**In Attendance:** Nancy Garcia, Kerin Hamidiani, Gail Stuart, Suzanne Van Wert, Ellen Wentland

**Discussion:** Per our discussion at the October 11 meeting, a draft of the rubric to be used for the institutional level assessment of Information Literacy this spring was distributed to HOAP committee members for their review. The rubric was essentially duplicative of the VALUE rubric of the same name, but with the addition of a fifth rating category for products that did not meet expectations. The rubric as modified was approved, with the suggestion that a rating column be added.

We discussed the steps that would be followed in the process of conducting the Information Literacy assessment. At our last meeting in October, we agreed that mid-November would be a favorable time to send an informational e-mail to all faculty to inform them of the upcoming Information Literacy assessment plan for Spring 2012, and to solicit their participation. Outcomes associated with this skill will be included in the email. A draft of this email will be prepared and distributed for HOAP members to review prior to distribution to faculty college-wide.

Other steps discussed include:

- Students to be included will be those with 45-60 credit hours (excluding developmental course credits) earned at NECC by the beginning of the spring term 2012.
- In mid-January, another reminder will be sent to faculty, letting them know that any instructors with identified students will be informed after the freeze date.
- In early February, after the freeze date, faculty with the identified students in their classes will be contacted. Those faculty members will be asked if they will be able to participate in this assessment. This would require that they have a class assignment which asks students to demonstrate their abilities with respect to the Information Literacy outcomes. These outcomes will again be provided, and upon request, the rubric.
- Faculty will be asked to respond by the end of February.
- Faculty members who agree to participate will be sent the text of the assessment note to be distributed to their students. Faculty will also be encouraged to let their students know what is expected (not just the identified students, but their entire class). Once the assignment has been collected, we will forward the names of identified students to them and ask faculty to submit their products for evaluation.

**Next meeting:** February 2012 (Date, time, and place TBD)