Members present: Michael Ferguson, Jennifer Higa-King, Marcia Roberts-Deutsch
Members absent/excused: None

I. Election of Diversification Board Chair for 2011-2012
   The Board elected Jennifer Higa-King to serve another year as chair.

II. Recertification Update
   We are well into the recertification of courses. Applications for DA and DL designations are almost completed (deadline, end of August). The next deadline is September 30th for DH courses. Jennifer will send an email to the campus reminding all about upcoming deadlines, and she will post updates on the HCC intranet.

   When reviewing applications, the Board agreed that it is acceptable to consult outside faculty on a case-by-case basis, and that only one application needs to be submitted for multiple sections of the same course.

   In addition, the Board agreed on the following guidelines for reviewing applications:

   - Applicants should submit a copy of their course syllabus with their application, which should have an approved course description and list of course SLOs.
   - For Question #2 (on assessment), we will look for more than one method for assessing student performance and a brief explanation about how the assessment tool(s) measures the course SLOs. Applicants should also provide a plan for assessment across multiple sections of a course and generate a report of a meeting where instructors of the course discuss successes and problem areas, and the impact, if any, on future course content or delivery.
   - For Question #3 (on use of assessment findings), applicants may not yet have used assessment results to modify and improve a course, if the course has not been taught for several years.

III. Next Meeting
    TBA

IV. Adjournment
    The meeting was adjourned at 11:35 a.m.

Report submitted by Jennifer J. Higa-King