Agenda for 2/1/2012
3:00 PM to 4:00 PM in Room 1046

1) Apologies for absence
2) Minutes of January 25th meeting
3) Chair’s Updates
   a. Circulated Chapin Hall Report
   b. Committing to Quality - New Leadership Alliance
   c. CCSSE - scheduled for March 2013 at HWC
4) AOB
5) Subcommittee Time
   a. Loop Crew
   b. Effective Writing
   c. Social Sciences

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 2/1/2012 (Approved)
3:00 PM to 4:00 PM in Room 1046

Members Attending:
Jen Asimow – Applied Science
Samar Ayesh – Physical Sciences
Margarita Chavez – World Languages
Michael Heathfield – Applied Sciences
John Kieraldo – Library
Chao Lu – Mathematics
Erica McCormack – Humanities
Willard Moody – English
Dave Richardson – Humanities
Jeff Swigart – Mathematics
Ray Tse – Physical Sciences
Loretta Visomirskis – English
Matthew Williams – ELL WL
Allan Wilson – Physical Sciences

Apologies:
LaRhue Finney – English
Lynnel Kiely – Social Sciences
Charles McSweeney – Advising
Phillip Vargas – Physical Sciences

Opening:
• Call to Order: The meeting was called to order at 3:05 PM.
• Approval of Last Meeting’s Minutes: The 1/25/2012 minutes were approved by committee vote after being motioned by Loretta and seconded by John.

Chair’s Updates:
• Reports: Michael reminded committee members to read the Chapin Hall report on CCC students. He also suggested another report by the New Leadership Alliance called Committing to Quality.
• CCSSE: Four of the City Colleges will be doing Community College Survey of Student Engagement this March, and the other three City Colleges will do it in March 2013. HWC is in the second group.
• Assessment Fair: The 16th annual Assessment Fair is on February 24th, 2012, at Oakton Community College in Des Plaines, Illinois.
• Departmental Participation: Michael continues to work on getting more committee members from underrepresented departments. Faculty Council can help to advertise to potential new members.

Two Proposals:
• Attendance Policy Change: Jeff proposed that absences no longer be reported but only those who attend or send apologies for not attending.
• New Website Location: Jeff proposed that the location of the link of our new website be on the HWC webpage under the Academics tab, then under the Tools section, with the link labeled “Assessment”.
• **Committee Vote on the Two Proposals:** Jeff motioned the two proposals, and Allan seconded. The committee approved.

**Other Updates:**
• **Effective Writing:** Jen shared that the second round of grading the Effective Writing Assessment essays is underway.
• **Social Sciences:** Michael shared that he and Lynnel are working on the report while Phillip finishes the data analysis.

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

• **Effective Writing:**
  - Subcommittee Chair: Jen
  - Purpose: Data Analysis and Report Writing for Effective Writing 2011 Assessment
  - Attendance: Dave, Erica, Jackie, Jen, Loretta, Willard
  - Discussion: Subcommittee members discussed the table of contents for the report to be written after the grading of essays and data analysis have been completed.

• **Social Sciences:**
  - Subcommittee Chair: Michael
  - Purpose: Data Analysis and Report Writing for Social Sciences 2010 Assessment
  - Attendance: Matthew, Michael
  - Discussion: The following were the main points of the discussion:
    - We must track back towards our agreed student learning outcomes and map survey questions to outcomes, looking specifically at the skills of identifying, synthesizing and applying to their own life/world view.
    - We hypothesize would be that as they move closer to graduation their social science capabilities are stronger.
    - Our analysis should look at behavioral versus non-behavioral social sciences.
    - We need additional data about class sections and student numbers, which we should be able to get from Will in research. In the future we can get this data ahead of time.
    - Is there a relationship between the results for different Social Science disciplines and how often they are offered and how many students take them?
    - Locate and look back at the early data about which disciplines were self-selected by students and how 'correct' they were in identifying discipline 'dialogues'.

• **The Loop Crew:**
  - Subcommittee Chair: Jeff
  - Purpose: Progress Tracking, Ten-Year Plan, Website
  - Attendance: Allan, Chao, Jeff, Margarita, Ray, Samar.
  - Discussion: Subcommittee members discussed the tasks before us.
    - Progress Tracking: We want to make sure we do not seem like we are policing.
    - Ten Year Plan: We need to decide what to keep from our previous plan.
    - Website: Ideas include testimonials, history, cartoons, and progress tracking.

**Closing:**
• **Adjournment:** The meeting was adjourned at 4:00 PM.
• **Approval of This Meeting’s Minutes:** These 2/1/2012 minutes were approved at the 2/8/2012 meeting by committee vote after being motioned by Jen and seconded by Charles.