Assessment Committee
Harold Washington College
Chair – Michael Heathfield, Applied Science
Vice Chair – Jen Asimow, Applied Science
Secretary – Jeff Swigart, Mathematics

Agenda for 2/15/2012
3:00 PM to 4:00 PM in Room 1046

1) Apologies for absence
2) Minutes of February 8th meeting
3) Social Science Assessment Update
4) Effective Writing Assessment Update
5) 'A Matter of Degrees' a First Look at Survey of Entering Student Engagement (SENSE) from the CCSSE crew.
   (Hard copies will also be provided)
6) A.O.B.
7) Subcommittee Time

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 2/15/2012 (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
- Erica McCormack – Humanities
- Charles McSweeney – Advising
- 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
- Chao Lu – Mathematics
- Phillip Vargas – Physical Sciences

**Opening:**
- **Call to Order:** The meeting was called to order at 3:03 PM.
- **Approval of Last Meeting’s Minutes:** The 2/8/2012 minutes were approved by committee vote after being motioned by Allan and seconded by Erica.

**Social Sciences Update:** Michael shared that Phillip continues the data analysis with a deadline of the end of February. Lynnel is starting the sections of the report on the pilot and student demographics, also with a deadline of the end of February. She will use PeopleSoft to find the necessary student data for Fall 2010 and back through one previous academic year. Michael will begin writing the section on methodology, using his email trail from November of 2010 to remember the details of the challenges that were faced. He will also ask Will for any other available demographic data of that semester.

**Effective Writing Update:** Jen shared that she asked Will about obtaining the software for bubble reading since we do not want to make him do all the scanning of the demographics surveys, as this is an expensive use of his time. He has said that he will look into our options. Michael has emailed John Metoyer asking if we can use our budget line item to purchase the software and possibly even a scanner. Michael is also talking with Ewa about the possibility of using the new photocopiers as scanners.

**A Matter of Degrees by CCSSE:** Michael asked committee members to read this report. He shared that there are many interesting results, such as the importance of attendance to class in predicting success.
Webpage: John has completed a rough draft of the webpage layout, and he is continuing his discussions with Armen and also some others at district in order to get approval for it to go live.

State of the College Meeting: Michael will be sharing about the committee for a few minutes at the State of the College meeting this coming Friday.

Subcommittee Time: Work in subcommittees began at 3:40 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, Jen, Loretta, Willard
  - Discussion: Subcommittee members discussed two parts of the upcoming final report: the executive summary and the development of the rubric.

- **Social Sciences:**
  - Subcommittee Chair: Michael
  - Purpose: Data Analysis and Report Writing for Social Sciences 2010 Assessment
  - Attendance: Charles, Matthew, Michael
  - Discussion: Subcommittee members discussed options for scanning bubble sheets, such as using the new copiers for scanning and looking for freeware pieces of software to analyze the images. Michael will talk to the administration resources available to the committee as a whole.

- **The Loop Crew:**
  - Subcommittee Chair: Jeff
  - Purpose: Progress Tracking, Ten-Year Plan, Website
  - Discussion: Subcommittee members discussed the recommendations in the 2007 Humanities report, namely the recommendation that students should be given more opportunities to practice using technical language. Allan, Ray, and Samar shared about how this applies to science classes, such as in the writing of lab reports. Subcommittee members also discussed the 2008 Natural Sciences assessment and agreed that we like the epistemological aspect of it yet would like to add a knowledge component next time around.

Closing:

- **Adjournment:** The meeting was adjourned at 4:00 PM.
- **Approval of This Meeting’s Minutes:** These 2/15/2012 minutes were approved at the 2/22/2012 meeting by committee vote after being motioned by Loretta and seconded by Ray.