Agenda for 2/16/2011
3:00 PM to 4:00 PM in Room 1046

1) Minutes of 2/9/11 meeting
2) Updates from Subcommittee work
   - Effective Writing
   - Social Sciences
   - Quantitative Reasoning
   - Dissemination
3) AOB
4) Subcommittee time

(Next meeting will be 2/23/2011 from 3:00 PM to 4:00 PM in Room 1046.)

*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.
Assessment Committee
Harold Washington College

Committee Chair – Michael Heathfield, Applied Science
Committee Vice Chair – Jen Asimow, Applied Science
Committee Secretary – Jeffrey Swigart, Mathematics

Minutes for 2/16/2011 (Approved)
3:00 PM to 4:00 PM in Room 1046

Members Attending
Jen Asimow – Applied Science
Jacqueline Cunningham – ELL WL
Michael Heathfield – Applied Sciences
Lynnel Kiely – Social Sciences (Reinvention)
John Kieraldo – Library
Charles McSweeney – Advising
Jaime Millan – Physical Sciences
Willard Moody – English
Dave Richardson – Humanities
Jeffrey Swigart – Mathematics
Loretta Visomirskis – English
Matthew Williams – ELL WL

Apologies
None

Absent
Margarita Chavez – World Languages
LaRhue Finney – English
Chao Lu – Mathematics
Vincent Wiggins – OIT

Consultants/Visitors Attending
Chris Kabir – Research & Planning

Guests:
Christopher Sabino - Mathematics

Opening:
• Call to Order: Michael called the meeting to order at 3:05 PM.
• Approval of Last Meeting’s Minutes: The 2/9/2011 minutes with minor edits were approved by committee vote after being motioned by Jen and seconded by John.

Any Other Business:
• Congratulations to Allan, Farah, and Jeff on being awarded tenure.
• Thanks to Chris K for transcribing the handwritten answers on the Social Science assessment.
• The District has paid for all seven colleges to participate in CCSSE in 2013.

Update on Effective Writing:
Jen shared that the subcommittee is almost ready to send out invitations for volunteers for the pilot of the Effective Writing Assessment. The goal is to have between 7 and 10 class sections participate in the pilot. The subcommittee must also prepare instructions to give to participating faculty.

Update on Social Sciences:
Lynnel shared that the grading rubric finalized. The subcommittee must now recruit 10 evaluators (6 from the Social Sciences and 4 other disciplines). The subcommittee also wants to analyze the data for the multiple choice questions very soon in order to disseminate some immediate results.
Update on Dissemination:

- **Quantitative Reasoning:**
  - Chris S. and Jeff met to determine the process of finishing the report. Chris S. will edit the grammar, fix some of the graphs, add a matrix showing Student Learning Outcomes, and then put the edited document on Google Docs.
  - Jeff will then begin working on a short report giving preliminary findings to disseminate very soon. Jeff will continue to edit the entire report for dissemination at a later time.
  - Chris S. and Jeff will present preliminary findings at this Friday’s Math Dept. meeting.

- **CCSSE:** Dave is still working on comparing the CCSSE 2009 data to the CCSSEE 2005 data. Jeff will write a short report on the findings to disseminate as soon as possible.

- **Cartoon Strip:** Michael is working on a regularly occurring cartoon strip as a way of humorously disseminating results and discussing issues. Potential venues include the Assessment Times, the committee’s website, and the Harold Lounge blog.

Subcommittee Time: Work in subcommittees began at 3:40 PM and lasted until the end of the meeting.

- **Dissemination (Led by Michael) (QR, CCSSE, Times, Blackboard, Website):**
  - **Attendance:** Chris S., Jeff, John, Michael.
  - **Discussion:**
    - For the Quantitative Reasoning report, consider the following. Which questions were most successful? Which distractors were chosen most? Which SLO’s were most successful? How did the mean scores of different cohorts compare?
    - Continue working on the Assessment Times for approval 4 weeks from now and dissemination 5 weeks from now.
    - Work on the cartoon strip for various venues.
    - Dave hopes to have preliminary results of his comparison between the CCSSE 2005 data and the CCSSE 2009 data within two weeks.

- **Effective Writing (Led by Jen) (Pilot in Spring 2011, Assessment in Fall 2011):**
  - **Attendance:** Dave, Jacqueline, Jen, Loretta, Willard.
  - **Discussion:**
    - Jacqueline and Loretta will edit the rubric to include concrete and moderately quantifiable subcategories for each of the assessment criteria on the rubric.
    - The subcommittee agreed that the pilot should involve gathering samples that are organically generated during classes.
    - It is under consideration whether each Student Learning Outcome should be equally weighted.

- **Social Sciences (Led by Chris K.) (Grading and Analyzing the Fall 2010 Assessment):**
  - **Attendance:** Chao, Charles, Chris K., Jaime, Lynnel, Matthew.
  - **Discussion:** The subcommittee finalized the grading rubric.
  - **Tasks to Complete:**
    - Solicit interest for raters, making final choices within about two weeks.
    - Work on timeline.
    - Agree on rating methodology.
    - Prepare training, perhaps for pairs of raters.
    - Add “examples” to rubric.

Closing:

- **Adjournment:** Michael adjourned the meeting at 4:05 PM.

- **Approval of This Meeting’s Minutes:** These 2/16/2011 minutes were approved at the 2/23/2011 meeting by committee vote after being motioned by Jen and seconded by Charles.