Agenda for 2/23/2011
3:00 PM to 4:00 PM in Room 1046

1) Sub-Committee Time
2) Apologies for Absence
3) Minutes of 2/16/11 meeting
4) Social Science Special Assignments
5) CCSSE dissemination sneak peak
6) QR Report updates
7) AOB

(Next meeting will be 2/30/2011 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 2/23/2011 (Approved)
3:00 PM to 4:00 PM in Room 1046

Members Attending
Jen Asimow – Applied Science
Margarita Chavez – World Languages
LaRhue Finney – English
Michael Heathfield – Applied Sciences
Chao Lu – Mathematics
Charles McSweeney – Advising
Jaime Millan – Physical Sciences
Willard Moody – English
Jeffrey Swigart – Mathematics
Matthew Williams – ELL WL

Consultants/Visitors Attending
Chris Kabir – Research & Planning

Apologies
Lynnel Kiely – Social Sciences (Reinvention)
John Kieraldo – Library
Loretta Visomirskis – English

Absent
Jacqueline Cunningham – ELL WL
Dave Richardson – Humanities
Vincent Wiggins – OIT

Opening:
• Call to Order: Michael called the meeting to order at 3:05 PM.
• Approval of Last Meeting’s Minutes: The 2/16/2011 minutes were approved by committee vote after being motioned by Jen and seconded by Charles.

Subcommittee Time: Work in subcommittees began at 3:05 PM and lasted until 3:35 PM.

• Dissemination (Led by Michael) (QR, CCSSE, Times, Blackboard, Website):
  o Attendance: Jeff, Michael.
  o Discussion:
    ▪ Quantitative Reasoning: Chris Sabino finished his rough draft of the report. Jeff is now working on a short version of the report to disseminate soon. He is also working on the final edits of the report as a whole.
    ▪ CCSSE: At next week’s meeting, Dave plans to present his preliminary results of his comparison between the CCSSE 2005 data and the CCSSE 2009 data.

• Effective Writing (Led by Jen) (Pilot in Spring 2011, Assessment in Fall 2011):
  o Attendance: Jen, LaRhue, Willard.
  o Discussion: The subcommittee discussed the instructions to be given to the teachers who volunteer for the pilot. The discussion centered on the type and length of the writing that will be required from students.

• Social Sciences (Led by Chris K.) (Grading and Analyzing the Fall 2010 Assessment):
  o Attendance: Chao, Charles, Chris K., Jaime, Margarita, Matthew.
  o Discussion:
The subcommittee is working on the timeline for training for graders.  
A partial group of graders has been gathered, including four faculty member from the social sciences and one faculty member from history.  
The subcommittee discussed potential contents of the final report as well as potential writers.

**Graders for the Social Sciences Assessment:**  
Below is the list of graders, each with a special assignment for $1000.

- **Faculty – Assessment Committee members**
  - Matthew Williams – World Languages/ELL – Assessment Committee Member  
  - Chao Lu – Mathematics – Assessment Committee Member  
  - Jennifer Asimow – Applied Science – Assessment Committee Member  
  - Lynnel Kiely – Social Science – Assessment Committee Member  
  - La Rhue Finney – English/Speech – Assessment Committee Member  
  - Margarita Chavez - World Languages/ELL – Assessment Committee Member  
- **Staff – Assessment Committee members**
  - Charles McSweeney – Advising Office – Assessment Committee Member  
- **Faculty – Non-Assessment Committee members**
  - Betty Harris – Social Science  
  - Domenico Ferri – Social Science  
  - Marite Fregoso – Social Science

**Report Writing:** The committee would like to do better at sharing the responsibility of writing reports rather than putting the sole responsibility on a small number of people. One problem with this is that there are only one or two faculty members in each subject on the committee, and their expertise is usually necessary to write a report for that specific subject. Yet perhaps some tasks can be delegated to other members willing to help on a specific report, even if outside of their subject area.

**CCSSE Dissemination:** Dave will present on the CCSSE data at the meeting next week.

**Quantitative Reasoning Report:** Jeff will work on a short report to disseminate soon and the longer report to disseminate later on.

**Effective Writing Pilot:** The subcommittee is working on the final details of the pilot.

**Closing:**

- **Adjournment:** Michael adjourned the meeting at 4:05 PM.  
- **Approval of This Meeting’s Minutes:** These 2/23/2011 minutes were approved at the 3/2/2011 meeting by committee vote after being motioned by John and seconded by Charles.