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

Agenda for 2/29/2012
3:00 PM to 4:00 PM in Room 1046

1) Apologies for Absence
2) Minutes of February 22nd Meeting
3) Discussion and Decision about Remark 8.0 location/strategy (bubble things)
4) Update on Effective Writing Assessment
5) Update on Social Science Assessment
6) Update on Website, Loop Crew work
7) A.O.B.
8) 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 2/29/2012 (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
Jackie Cunningham – ELL WL
LaRue Finney – English
Michael Heathfield – Applied Sciences
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:
Lynnel Kiely – Social Sciences
John Kieraldo – Library
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 2/22/2012 minutes of last meeting were approved by committee vote after being motioned by Ray and seconded by Charles.

Effective Writing Update: Jen reminded graders to finish the second round of grading by this weekend. Jeff will then organize the spreadsheet, and Phillip will run an analysis to figure out which essays need a third round of grading. This third round should happen around the time of Spring Break. Michael continues to look into options for a second license of the Remark bubble reading software. One option involves a laptop with the necessary software specifically for our committee’s use. Another option involves installing the software on an already existing faculty computer. Jeff will look into cloud-based options that eliminate the need for scanners.

Social Sciences Update: Michael shared that Lynnel has completed a second draft of the final report, and Phillip is polishing up some of the final analysis of the data. Michael hopes for approval of a final report by the end of the semester.

CHEA: Michael shared that he is already thinking ahead to the next opportunity coming this fall to apply for the award from the Council for Higher Education Accreditation.
Lumina Outcomes: Dean Armen Sarrafian asked our committee to distribute the Lumina outcomes to faculty. Michael shared with the committee the cover letter he had drafted to include with the outcomes. The committee approved this letter.

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, LaRhue, Loretta, Willard
  - Discussion: The group discussed the methodology section of the final report. They also discussed variables that should be considered next time this assessment is done, such as the number of revisions that have been done on the given essay. Finally, discussion of the rubric is tabled until a later time.

- **Social Sciences:**
  - Subcommittee Chair: Michael
  - Purpose: Data Analysis and Report Writing for Social Sciences 2010 Assessment
  - Attendance: Charles, Matthew, Michael
  - Discussion: The group discussed finding a cloud solution to replace bubble scanning. They also discussed dissemination strategies for the final report, such as an article in the student newspaper, a letter to the chairs, a digital copy to all faculty, an article in the Assessment Times, an event at CAST (Committee on the Art and Science of Teaching), and blurbs in the Harold Lounge.

- **The Loop Crew:**
  - Subcommittee Chair: Jeff
  - Purpose: Progress Tracking, Ten-Year Plan, Website
  - Attendance: Allan, Chao, Jeff, Margarita, Ray, Samar.
  - Discussion: The group discussed cloud-based options to replace bubble scanning, such as Blackboard, Survey Monkey, Google Docs, and Moodle. Jeff asked members to look into these options in order to discuss next week. The group also discussed potential changes to the Diversity Assessment from 2005 for reimplementation in Fall 2012, such as making the scale more consistent and trimming down the length by taking out repeated questions. Yet before these changes are worked on, the committee as a whole needs to decide for sure what assessment will be done in Fall 2012.

Closing:
- **Adjournment:** The meeting was adjourned at 4:00 PM.
- **Approval of This Meeting’s Minutes:** These 2/29/2012 minutes were approved at the 3/7/2012 meeting by committee vote after being motioned by Loretta and seconded by LaRhue.