Agenda for 3/9/2011
3:00 PM to 4:00 PM in Room 1046

1) Sub-committee Time
2) Apologies
3) Minutes of March 2nd meeting
4) Effective Writing Pilot
   - Volunteered Sections
   - Faculty Instruction Sheet approval
5) Social Science Special Assignments Update (please read attached & additional rationale in advance)
6) Quantitative Reasoning Findings outputs?

(Next meeting will be 3/16/2011 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.
Members Attending
Jen Asimow – Applied Science
LaRhue Finney – English
Jacqueline Cunningham – ELL WL
Michael Heathfield – Applied Sciences
John Kieraldo – Library
Chao Lu – Mathematics
Charles McSweeney – Advising
Jaime Millan – Physical Sciences
Willard Moody – English
Dave Richardson – Humanities
Jeffrey Swigart – Mathematics
Loretta Visomirskis – English
Matthew Williams – ELL WL

Consultants/Visitors Attending
Chris Kabir – Research & Planning

Apologies
Margarita Chavez – World Languages
Lynnel Kiely – Social Sciences (Reinvention)
Vincent Wiggins – OIT

Absent
None

Minutes for 3/9/2011 (Approved)
3:00 PM to 4:00 PM in Room 1046

Opening:
- Call to Order: Michael called the meeting to order at 3:02 PM.
- Approval of Last Meeting’s Minutes: The 3/2/2011 minutes were approved by committee vote after being motioned by Loretta and seconded by John.

Subcommittee Time: Work in subcommittees began at 3:04 PM and lasted until 3:40 PM.

- Dissemination (Led by Michael) (QR, CCSSE, Times, Blackboard, Website):
  - Attendance: Jeff, John, Michael.
  - Discussion:
    - Jeff is working on the final aspects of analyzing the Quantitative Reasoning data. He is preparing for three upcoming disseminations: a summary in the Assessment Times newsletter, a miniature report of about four pages, and the full report.
    - Dave is working on the report of the CCSSE data.
    - John continues to update the website.

- Effective Writing (Led by Jen) (Pilot in Spring 2011, Assessment in Fall 2011):
  - Attendance: Dave, Jacqueline, Jen, LaRhue, Loretta, Willard.
  - Discussion: The subcommittee discussed and finalized the rubric for the pilot. They also worked on the volunteer list for the pilot.
• Social Sciences (Led by Chris K.) (Grading and Analyzing the Fall 2010 Assessment):
  o Attendance: Chao, Charles, Chris K., Jaime, Matthew.
  o Discussion: The subcommittee discussed the final details of the special assignments for the graders of the assessment.

Effective Writing Update: Jen gave a final call for volunteers for the pilot. Next week the committee will discuss and approve the Faculty Instruction Sheet to be used for the pilot.

Social Science Update: The committee discussed the document that Michael recently produced for district giving a justification of the need for special assignments for the graders of the Social Science Assessment.

Resources: Michael brought up the issue of past, present, and future resources for the committee. For example, he wondered whether the position that Chris K. held will be filled again. Discussion ensued.

Assessment Times: Jen is beginning to put together the Assessment Times newsletter, which is to include blurbs about CCSSE, Quantitative Reasoning, Social Sciences, and Farah’s recent presentations.

Announcements:
• Farah Movahedzadeh has recently made two presentations regarding assessment. First, on February 25th, 2011, she presented on "Assessing Student Success In a Traditional vs. Hybrid Course" at the 15th Annual Assessment Fair for Illinois Community Colleges at Heartland Community College. Second, on March 11th, 2011 she presented on "Hybrid vs. Traditional Learning: Assessment in a Biology Course for Non-Science Majors" at the 2nd Annual Assessment Conference in Harper College.
• The committee gave its farewell to Chris Kabir, who is leaving HWC. The committee thanks him sincerely for his hard work above and beyond the call of duty.

Closing:
• Adjournment: Michael adjourned the meeting at 4:05 PM.
• Approval of This Meeting’s Minutes: These 3/9/2011 minutes were approved at the 3/16/2011 meeting by committee vote after being motioned by Jen and seconded by John.