Agenda for 3/14/2012
3:00 PM to 4:00 PM in Room 1046

1) Apologies for absence
2) Minutes of March 7th
3) Two Links to Consider:
4) Website Live!
5) Effective Writing Update
6) Social Science Update
7) Survey Monkey presentation - April 11th
8) General Education Goals update
9) Decision on Fall 2012 Assessment
10) A.O.B.
11) 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.
Assessment Committee
Harold Washington College

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

Minutes for 3/14/2012 (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
Michael Heathfield – Applied Sciences
John Kieraldo – Library
Chao Lu – Mathematics
Erica McCormack – Humanities
Charles McSweeney – Advising
Willard Moody – English
Jeff Swigart – Mathematics
Ray Tse – Physical Sciences
Loretta Visomirskis – English
Matthew Williams – ELL WL
Allan Wilson – Physical Sciences

Apologies:
Lynnel Kiely – Social Sciences
Dave Richardson – Humanities
Phillip Vargas – Physical Sciences

Opening:
- **Call to Order:** The meeting was called to order at 3:04 PM.
- **Approval of Last Meeting’s Minutes:** The 3/7/2012 minutes of last meeting were approved by committee vote after being motioned by Ray and seconded by Charles.

**Webpage:** John presented the committee’s webpage, which is now live! The committee thanks him for his work in getting it started. The current web address is the following: http://ccc.edu/colleges/washington/departments/Pages/Assessment.aspx
John will continue to work on getting a shortcut web address and link, and he will continue adding material to the webpage.

**Effective Writing Update:** Jen shared that seven of ten packets of essays have been returned for round two of grading. Phillip plans to work on the analysis as a special assignment during the first half of the summer. Jen and Michael will then write the report as a special assignment during the second half of the summer.

**Social Science Update:** Michael shared that Phillip is almost finished with the analysis, needing another two to three weeks. Lynnel is almost finished with the draft of the report.
Survey Monkey: Michael announced that Will Edwards is going to give us training on the basics of Survey Monkey at our meeting on April 11th.

General Education Goals: Chao shared that Faculty council has also been discussing the possibility of editing the Diversity goal and adding Civic Engagement as a goal. Michael will continue to discuss with Rosie Banks and other members of faculty council. As this discussion continues, we should find ways to involve other faculty.

Decision on Fall 2012 Assessment: Michael shared that his current preference is to assess Diversity using the newly edited General Education Goal. Chao motioned, Erica seconded, and the committee approved.

Assessment Times Newsletter: Jen asked the committee to start thinking about ideas for articles. She would like to complete and distribute the newsletter by the week before finals.

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: Erica, Jackie, Jen, Loretta, Willard
  - Discussion: Subcommittee members discussed considerations and caveats from the assessment to then include in a section of the final report titled “Suggestions for the Future” that Jen will begin working on.

- **Social Sciences:**
  - Subcommittee Chair: Michael
  - Purpose: Data Analysis and Report Writing for Social Sciences 2010 Assessment
  - Attendance: Charles, Matthew, Michael
  - Discussion: Matthew shared his feedback on the Student Learning Outcomes in the new prospective Civic Engagement General Education Goals, such as using higher level verbs.

- **The Loop Crew:**
  - Subcommittee Chair: Jeff
  - Purpose: Progress Tracking, Ten-Year Plan, Website
  - Attendance: Allan, Chao, Jeff, John, Margarita, Ray, Samar.
  - Discussion: Subcommittee members discussed the upcoming diversity assessment, especially the possibility of editing the scales that were used for each set of questions in order to make them easier to read. John shared about how to successfully get a link to the committee’s webpage on the college’s main page.

Closing:
- **Adjournment:** The meeting was adjourned at 4:00 PM.
- **Approval of This Meeting’s Minutes:** These 3/14/2012 minutes were approved at the 3/21/2012 meeting by committee vote after being motioned by Jen and seconded by John.