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

Minutes for 4/3/2013 (Approved)
3:00 PM to 4:00 PM in Room 1046

Call to Order: Michael called the meeting to order at 3:06 PM.

Approval of Minutes from Last Week: The 3/13/2013 minutes were approved after a motion by Paul and a second by Ray.

Departmental Summary: Committee members accepted the departmental assessment coordinator’s summary as an appendix to last week’s minutes.

Subcommittee Updates:
- **Diversity:** Michael and Phillip continue to work on the final edits of the first mini-report for the Diversity data. Jeff has completed the first draft of the qualitative analysis on the feedback data from students.
- **Dissemination:** Jen shared the draft of the latest issue of the Assessment Times, and committee members helped in reading through the document and suggesting edits. John will apply the edits and then email it out to all faculty next week.

Schedule to End of Semester & Summer:
- **Week 12:** Election of officers.
- **Week 13:** Practice presentations for the departmental liaisons.
- **Week 14:** Members of administration attending to see presentations by departmental liaisons. Jeff will send a note to committee members to encourage them to be on time.
- **Week 15:** End of year celebration.

Any Other Business and Upcoming Events:
- **CAST:** Michael attended yesterday’s meeting of the Committee on the Art and Science of Teaching. He shared updates on our work and received any questions in response, such as how to include more about assessment in faculty development.
- **Work Outside of Committee:** Michael met with Phillip on Monday to discuss data analysis. Michael, Ray, and Samar met Monday to work on the Oral Communication rubric.
• April 5th-9th Higher Learning Commission Conference in Chicago: Carrie, Erica, and Ray are attending.
• April 8th Assessment Week: This semester’s Assessment Week will include no data collection and will thus be informational in sharing our most recent results.
• April 24th Departmental Assessment Presentations: Faculty involved in the departmental assessment pilot will be formally presenting to the committee and to administrators their progress on data, tools, and time-frames.

Subcommittees: Work began at 3:45 PM and lasted until the end of the meeting.

• Departmental Assessment:
  • Purpose: Planning and implementation of assessments at the departmental level.
  • Subcommittee Chair: Carrie
  • Attendance Today: Erica, Paul
  • Discussion Today: Paul is compiling the data from the Art 144 assessment and starting to create a report. Erica met with Mick Laymon of the music department on Monday to address final clarifications about some of the data generated by the rubric used for the music theory assessment in Fall 2012. She is in the process of analyzing the data and sharing those observations. She is also sending a survey to music faculty to continue the discussion about student learning outcomes for units of assessment.

• Dissemination:
  • Purpose: Dissemination of info on CHEA award, final report for the Effective Writing 2011 Assessment, and final report for the Social Sciences 2010 Assessment.
  • Subcommittee Chair: Jen
  • Attendance Today: Jen, Rosie
  • Discussion Today: Rosie will edit the Social Sciences article for the Assessment Times. Jen will create the modified student version Assessment Times.

• Diversity:
  • Purpose: Data analysis and dissemination of results of Diversity 2012 Assessment.
  • Subcommittee Chair: Jeff
  • Attendance Today: Jeff, John, Margarita
  • Discussion Today: Members discussed updates to the website, namely the organization of the general education tools and reports.

• Oral Communication:
  • Purpose: Preparation for the Oral Communication 2013 Assessment.
  • Subcommittee Chair: Michael
  • Attendance Today: Michael, Ray, Samar
  • Discussion Today: Members discussed the Oral Communications rubric as well as the summer pilot.

Adjournment: Michael adjourned the meeting at 4:00 PM. These 4/3/2013 minutes were approved at the 4/10/2013 meeting after a motion by Jen and a second by Erica.