Agenda for 4/6/2011
3:00 PM to 4:00 PM in Room 1046

1) Apologies for Absence
2) Minutes of March 30th meeting
3) Kishwaukee College Assessment Committee
4) Student Success in HE paper
5) Assessment Times Distribution
6) Assessment Committee Officer Elections
7) Social Science Assessment Update
8) Sub-Committee Time

(Next meeting will be 4/13/2011 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

Members Attending
Jennifer Asimow – Applied Science
Margarita Chavez – World Languages
Jacqueline Cunningham – ELL WL
LaRhue Finney – English
Michael Heathfield – Applied Sciences
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

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

Absent
Vincent Wiggins – OIT

Minutes for 4/6/2011 (Approved)
3:00 PM to 4:00 PM in Room 1046

Opening:
• Call to Order: Michael called the meeting to order at 3:03 PM.
• Approval of Last Meeting’s Minutes: The 3/30/2011 minutes were approved by committee vote after being motioned by Charles and seconded by Loretta.

Kishwaukee College Assessment Committee:
This conference will be held on April 25th, 2011 at Kishwaukee College, from 11:00 AM to 1:30 PM.

Student Success in the Article from Inside Higher Ed:
Michael discussed an article from Inside Higher Ed titled “The Faculty Take on Student Learning”, which refers to a policy document produced by the AFT titled “Student Success in Higher Education”. Michael shared that it gives a good illustration of the union perspective of assessment.

Assessment Times Distribution:
Special thanks to Jen, John, and David Locke on their work on getting the copies of the Assessment Times ready for dissemination. Jen passed out copies to various committee members to put in mailboxes on different floors.

• Charles: 1st Floor
• Matthew: 4th Floor
• Willard and Margarita: 6th Floor
• Jaime: 9th Floor
• Dave: 10th Floor

Jen will delegate work to others to take care of the rest of the floors.
Assessment Times, Student Version:
Jen then passed out the student version of the Assessment Times that she had written. Its purpose is to be a shorter version of the Assessment Times more geared for students. The committee approved it for dissemination after a motion by Charles and a second by Jaime.

Assessment Committee Officer Elections:
There were no new nominations. Dave motioned that the current officers continue their roles through the next academic year, and Loretta seconded. The committee voted its approval. By acclamation, Michael will continue as chair, Jennifer will continue as vice chair, and Jeff will continue as secretary, for the academic year of 2011 to 2012.

Social Science Assessment Update:
Michael has submitted the request for the new plan of four graders being paid $1200 each, and we are still waiting on approval. Thanks to Lynnel and Vincent for reconfiguring the data to be split among four graders, each assessment graded by two different graders. Also, Lynnel is planning training for the four graders to calibrate their grading.

Demographics Section of Effective Writing Pilot:
The demographics section of the Effective Writing Assessment, which is in multiple-choice paper form, needs to be prepared for the special scanner on the 11th floor, and we therefore need some committee members to learn the scanner. Dave wondered if it is really necessary to pilot the scanning. Jen expressed concern about skipping the scanning because we need a time estimate for when we request special assignments for the actual assessment in Fall 2011. Some committee members wondered about other electronic methods of collecting demographics data. The Effective Writing Subcommittee will discuss various options and will decide whether or not to change methodology for the Fall 2011 assessment. For the pilot, if all else fails we could simply type in the data into Excel by hand since there will be a small number of participants. But we need a better plan for the actual assessment, either involving the scanner or some electronic method.

Subcommittee Time: Work in subcommittees began at 3:40 PM and lasted until the end of the meeting.

- **Effective Writing (Led by Jen) (Pilot in Spring 2011, Assessment in Fall 2011):**
  - Attendance: Dave, Jacqueline, Jen, LaRhue, Loretta, Willard.
  - Discussion: The subcommittee discussed the possible glitches in the Effective Writing Pilot and how to deal with them.

- **Social Sciences (Led by Jeff) (Grading and Analyzing the Fall 2010 Assessment):**
  - Attendance: Chao, Charles, Jaime, Jeff, Margarita, Matthew, Michael.
  - Discussion: The subcommittee discussed the plan for training for the graders of the Social Science Assessment.

Closing:
- **Adjournment:** Michael adjourned the meeting at 4:05 PM.
- **Approval of This Meeting’s Minutes:** These 4/6/2011 minutes were approved at the 4/13/2011 meeting by committee vote after being motioned by Loretta and seconded by LaRhue.