Agenda for 4/11/2012
3:00 PM to 4:00 PM in Room 1046

1) Apologies for Absence
2) Minutes of March 28th meeting
3) HLC Conference feedback
4) New Assessment Budget line items
5) Update on Effective Writing Assessment
6) Update on Social Science Assessment
7) Update on Assessment Website
8) Assessment Times
9) A.O.B.
10) Sub-Committee 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 4/11/2012 *(Approved)*  
3:00 PM to 4:00 PM in Room 1046

**Members Attending:**  
Jen Asimow – Applied Science  
Margarita Chavez – World Languages  
Michael Heathfield – Applied Sciences  
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

**Apologies:**  
Samar Ayesh – Physical Sciences  
Lynnel Kiely – Social Sciences  
John Kieraldo – Library  
Phillip Vargas – Physical Sciences

**Opening:** The meeting was called to order at 3:05 PM. The 3/28/2012 minutes of last meeting were approved by committee vote after being motioned by Loretta and seconded by Ray.

**HLC Conference:** Michael attended the Higher Learning Commission conference here in Chicago over the weekend of March 30th. He shared that one theme he noticed was that institutions should be able to show what they have changed in response to results from assessments. Since our committee does not have the authority to enact such change, we must learn to better disseminate results to those who can.

**Budget:** Michael wrote a budget proposal to President Laackman in response to his request at last meeting. It includes $15,000 of requests with a special focus on reassigned time for coordinators of departmental assessment.

**Effective Writing:** Jen shared that during the first two rounds of grading essays there was one packet that was only graded once. She and Jeff will each grade half of that packet. Then Phillip will analyze for essays that need a third round of grading. Jen hopes to complete this third round by the end of the semester to allow for data analysis and report writing during the summer. Presently, the subcommittee continues to plan various aspects of the report-writing.

**Social Sciences:** Michael shared that Phillip and Lynnel continue to work on data analysis and report writing.

**Assessment Times:** Jen gave a final call for articles for our next newsletter. She would like to get the draft to John by the end of this week so that he can make it into a nice Publisher file over the weekend.
Webpage: Jeff shared that John was able to get a shortcut URL approved for our webpage. The short address is now the following: [www.ccc.edu/hwcassessment](http://www.ccc.edu/hwcassessment). Jeff also shared about his phone discussion with Michael Mutz at district about the possibility of getting a direct link to our committee’s webpage on the HWC main page. Michael Mutz expressed concern because creating such a link would also create similar links for the other six colleges’ home pages, and not all of the colleges have webpages for their Assessment Committees yet. He said that the other colleges will likely need to finish their webpages before such a link can be created.

Diversity: Michael shared the proposed updates of the general education goal and definition for diversity. Jen asked if we should add spoken language to the aspects of diversity listed in the definition. Willard expressed agreement that this is an important aspect of diversity. Michael will research this possibility and bring it up again for discussion next week.

Subcommittee Time: Work in subcommittees began at 3:45 PM and lasted until the end of the meeting.

- **Diversity:**
  - Subcommittee Chair: Jeff
  - Purpose: Plan the Diversity 2012 Assessment
  - Attendance: Chao, Charles, Jeff, Margarita, Matthew, Michael, Ray.
  - Discussion: The group discussed how to successfully implement the Diversity Assessment in November of 2012. Will Edwards has offered to convert the assessment from Microsoft Word to Survey Monkey when we are ready. The assessment will then be given online using Survey Monkey. The demographics portion will be put at the end of the assessment to avoid fatigue and/or self-prejudice. Potential issues that need to be further discussed include the following:
    - Is a summer pilot necessary?
    - How will students be identified in the survey?
    - Even though the plan has been to keep the assessment unchanged so that we can directly compare our results to 2005, is the assessment too long and therefore needs to be shortened?
    - What will our sources be for getting enough students? Do we have any new ideas?

- **Effective Writing:**
  - Subcommittee Chair: Jen
  - Purpose: Data Analysis and Report Writing for Effective Writing 2011 Assessment
  - Attendance: Erica, Jen, Loretta, Willard
  - Discussion: The group discussed ways to improve future Effective Writing assessments.

Closing: The meeting was adjourned at 4:00 PM. These 4/11/2012 minutes were approved at the 4/18/2012 meeting by committee vote after being motioned by Loretta and seconded by Chao.