Agenda for 4/13/2011
3:00 PM to 4:00 PM in Room 1046

1) Apologies for Absence
2) Minutes of April 6th meeting
3) Sub-Committee Updates:
   Social Sciences
   Dissemination
   Effective Writing
4) Planning Assessment Committee future tasks
5) AOB
6) Sub-Committee Time

(Next meeting will be 4/27/2011 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

Minutes for 4/13/2011 (Approved)
3:00 PM to 4:00 PM in Room 1046

Members Attending
Jennifer Asimow – Applied Science
Margarita Chavez – World Languages
Jacqueline Cunningham – ELL WL
LaRhue Finney – English
Michael Heathfield – Applied Sciences
John Kieraldo – Library
Chao Lu – Mathematics
Charles McSweeney – Advising
Jaime Millan – Physical Sciences
Dave Richardson – Humanities
Jeffrey Swigart – Mathematics
Loretta Visimirskis – English
Matthew Williams – ELL WL

Apologies
Lynnel Kiely – Social Sciences (Reinvention)

Absent
Willard Moody – English
Vincent Wiggins – OIT

Opening:
• Call to Order: Michael called the meeting to order at 3:05 PM.
• Approval of Last Meeting’s Minutes: The 4/6/2011 minutes were approved by committee vote after being motioned by Loretta and seconded by LaRhue.

Subcommittee Updates:
• Social Sciences Subcommittee: Michael shared that it looks as if the Social Sciences special assignments are going to be approved. Lynnel and Michael will therefore be running a training for the four graders: Lynnel, Matthew, Charles, and Jeff.
• Dissemination Subcommittee: Thanks to everyone who contributed to Assessment Times and student version, especially Jennifer, John, and David Locke. Jennifer passed out copies of student version to all committee members present to place in strategic locations for students to find. Michael will email the digital file of the student version to the Disability Access Center for converting into various formats for further dissemination.
• Effective Writing Subcommittee: Jennifer has the finalized copies of the demographics survey for the Effective Writing Pilot ready to be used. Some committee members, such as Vincent and John, may train themselves on how to use the special scanner on the 11th floor so that they can then scan the demographics surveys.

Budget Line Item for Assessment Committee:
Michael shared that John Metoyer has requested $14,000 in stipends to be put into a budget line item for the Assessment Committee for the 2011-2012 fiscal year. If this is approved, it should help us plan how to allocate those funds for grading assessments and other tasks.
Future Tasks for Assessment Committee:
Michael asked committee members to think of tasks that we need to start working on for the next academic year. Here is the list of tasks that were shared:

- Review the committee’s charge, which should be done once per year.
- Sort out the relationship between the Assessment Committee and Faculty Council.
- Implement the Effective Writing Assessment in November 2011.
- Continue to update the committee’s public website and the internal Blackboard site.
- Complete the committee’s annual report.
- Edit the future calendar of assessment activities, looking ahead 5 to 7 years.

Subcommittee Time: Work in subcommittees began at 3:30 PM and lasted until the end of the meeting.

- **Dissemination (Led by Michael) (QR Fall 2009, CCSSE 2005&2009, Times, Blackboard, Website):**
  - Attendance: Chao, Charles, Jaime, Jeff, John, Margarita, Matthew, Michael.
  - Discussion:
    - The Social Sciences Subcommittee is temporarily disbanded until the graders finish grading the assessments.
    - Jeff and John will continue to work together to update the committee’s internal Blackboard site and the external Blackboard site.
    - Jeff will finish the rough drafts of the Quantitative Reasoning short report and long report very soon, and then Michael will edit them for dissemination.

- **Effective Writing (Led by Jen) (Pilot in Spring 2011, Assessment in Fall 2011):**
  - Attendance: Dave, Jacqueline, Jen, LaRhue, Loretta.
  - Discussion: The materials for the Effective Writing Pilot were distributed to the professors who volunteered their sections. Final collection of pilot materials will be in two weeks.

Closing:

- **Adjournment:** Michael adjourned the meeting at 4:05 PM.
- **Approval of This Meeting’s Minutes:** These 4/13/2011 minutes were approved at the 4/27/2011 meeting by committee vote after being motioned by Loretta and seconded by John.