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

Minutes for 4/17/2013 (Not Approved)
3:00 PM to 4:00 PM in Room 1046

Call to Order: Michael called the meeting to order at 3:05 PM.

Approval of Minutes from Last Week: The 4/10/2013 minutes were approved after a motion by Ray and a second by Samar.

Departmental Assessment Presentation: Review and Approve: Carrie, Erica, and Paul shared their presentations that they will give to administrators next week. Michael suggested to discuss a mixture of data results, recommendations for better student learning, planning for the future, and what they personally have learned. Jen suggested to emphasize the workload of this whole project. Carrie shared that she hopes the administrators realize how significant it is that this is the first time this sort of departmental data has been collected by our committee.

Human Diversity Findings Brief: Tabled.

Oral Communication Assessment Tool: Tabled.

Any Other Business and Upcoming Events:
• Employee of the Month: Congratulations to Phillip on being the employee of the month!
• Assessment Times for Students: Jen shared the draft of the Assessment Times for students, which will be distributed on Monday. Committee members offered edits, including Loretta’s thought that language regarding faculty suggestions should be softened.
• Diversity Data: Michael shared some quick facts about the diversity data, such as its high internal validity as well as a decrease in perceptions of discrimination from HWC services.
• Work Outside of Committee: Michael and Phillip met on Monday to discuss diversity data analysis. Michael, Ray, and Samar met on Monday to work on the upcoming Oral Communication Assessment.
• April 24th Departmental Assessment Presentations: Departmental Assessment Liaisons will formally present to committee members and administrators on their progress.

Subcommittees: There was no time for subcommittees this week.

Adjournment: Michael adjourned the meeting at 4:00 PM. These 4/17/2013 minutes were approved at the 4/24/2013 meeting after a motion by _____ and a second by _____.

Members Attending:
Jen Asimow – Applied Sciences
Samar Ayesh – Physical Sciences
Margarita Chavez – ELL WL
Michael Heathfield – Applied Sciences
John Keraldo – Library
Erica McCormack – Humanities
Carrie Nepstad – Applied Sciences
Jeff Swigart – Mathematics
Ray Tse – Physical Sciences
Loretta Visomirskis – English
Paul Wandless – Art and Architecture

Apologies:
Lynnel Kiely – Social Sciences
Chao Lu – Mathematics
Dave Richardson - Humanities
Phillip Vargas – Physical Sciences

Agenda:
1. Approval of Minutes from Last Week
2. Departmental Assessment Presentation: Review and Approve
3. Human Diversity Findings Brief
4. Oral Communication Assessment Tool
5. Any Other Business and Upcoming Events
6. Subcommittees