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

Agenda for 4/18/2012
3:00 PM to 4:00 PM in Room 1046

1) Apologies for Absence
2) Minutes of the April 11th meeting
3) Driving District Web Page success
4) Update on Social Science Assessment
5) Update on Effective Writing Assessment
6) Election of Officers
7) A.O.B.
8) 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.
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Members Attending:
Jen Asimow – Applied Science
Samar Ayesh – Physical Sciences
Margarita Chavez – World Languages
Michael Heathfield – Applied Sciences
John Kieraldo – Library
Chao Lu – Mathematics
Erica McCormack – Humanities
Willard Moody – English
Dave Richardson – Humanities
Jeff Swigart – Mathematics
Ray Tse – Physical Sciences
Loretta Visomirskis – English
Matthew Williams – ELL WL
Allan Wilson – Physical Science

Apologies:
Lynnel Kiely – Social Sciences
Phillip Vargas – Physical Sciences

Minutes for 4/18/2012 (Approved)
3:00 PM to 4:00 PM in Room 1046

Opening: The meeting was called to order at 3:05 PM. The 4/11/2012 minutes of last meeting were approved by committee vote after being motioned by Loretta and seconded by Chao.

Webpage: Michael shared about recent discussions with district regarding the webpage. Dr. Cecilia Lopez continues to push for all colleges to create webpages for their Assessment Committees, and she would like there to be a link to these on each college webpage.

Social Science: Michael shared that Phillip is in the last stages of his data analysis, hopefully to be done by next week. Lynnel continues report-writing and PeopleSoft data gathering. One result that has been discovered is that students answered questions less and less fully on average as they progressed through the assessment, likely due to fatigue. It is therefore important that we make sure our assessments are of appropriate length and that we put the demographics section at the end.

Effective Writing: Jen shared that Will Edwards has finished organizing the demographics data into a spreadsheet. Also, the data of the essay grading is almost complete. Phillip will work over the weekend to figure out which essays need a third read.

District Assessment Meeting on This Friday: Michael shared that discussion items for this meeting will include changes in criteria for the Higher Learning Commission and the importance of administrative support for assessment committees at each college.
Election of Officers: By acclamation, Michael, Jen, and Jeff will continue to serve as chair, vice chair, and secretary, respectively. Michael encouraged other committee members to consider serving in the future.

Diversity General Education Goal and Definition: Michael presented the final edit of the updated general education goal and updated definition for diversity. Jen motioned to approve, and Willard seconded. The committee approved unanimously. Here is the approved text:

General Education Goal: To understand and respect human diversity in regard to the full range of cognitive, behavioral, and affective practices and interactions through which human beings share life in common spaces.

Definition: Diversity is defined by such things as: age, citizenship, education, ethnicity, gender, health, language, marital status, national origin, political beliefs, physical attributes and disabilities, race, religion, sexual orientation, socio-economic status, veteran status, and other differences in cultural expression and tradition.

Assessment Times: Jen passed out copies of the current draft of the Assessment Times newsletter, and the committee discussed final edits. John will prepare the final draft and send out the newsletter as soon as possible. Jen motioned to approve the final draft, and the committee approved unanimously.

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: Allan, Chao, Jeff, John, Margarita, Matthew, Michael, Ray, Samar.
  - Discussion: The group discussed whether or not a summer pilot is necessary and decided that it would be a good idea. Jeff will therefore prepare the assessment in Word format as soon as possible so that Will Edwards can then convert it to Survey Monkey format.

- Effective Writing:
  - Subcommittee Chair: Jen
  - Purpose: Data Analysis and Report Writing for Effective Writing 2011 Assessment
  - Attendance: Dave, Erica, Jen, Loretta, Willard
  - Discussion: The group discussed results from the newly compiled demographics data.

Closing: The meeting was adjourned at 4:00 PM. These 4/18/2012 minutes were approved at the 4/25/2012 meeting by committee vote after being motioned by Ray and seconded by Erica.