Agenda for 5/4/2011
3:00 PM to 4:00 PM in Room 1046

1) Minutes of April 27th meeting
2) Celebrating our work
3) Assessing Assessment Grids - no, seriously!
4) Sharing and Feedback
5) Closing and Sub-Committee Business

(This is the last meeting of the semester.)

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 5/4/2011 (Approved)
3:00 PM to 4:00 PM in Room 1046

Members Attending
Jennifer Asimow – Applied Science
Margarita Chavez – World Languages
Michael Heathfield – Applied Sciences
John Kieraldo – Library
Chao Lu – Mathematics
Jaime Millan – Physical Sciences
Willard Moody – English
Jeffrey Swigart – Mathematics
Loretta Visomirskis – English
Matthew Williams – ELL WL

Apologies
Jacqueline Cunningham – ELL WL
Lynnel Kiely – Social Sciences (Reinvention)
Charles McSweeney – Advising
Dave Richardson – Humanities

Absent
LaRhue Finney – English
Vincent Wiggins – OIT

Opening:
• Call to Order: Michael called the meeting to order at 3:10 PM.
• Approval of Last Meeting’s Minutes: The 4/27/2011 minutes were approved by committee vote after being motioned by Jennifer and seconded by John.

Celebrating Our Work:
Michael thanked all committee members for their hard work throughout the 2010-2011 academic year.

Assessing the Assessment Committee:
Michael asked committee members to discuss our work throughout the last academic year. Here are some of the highlights of what was shared:

• Opportunities for Growth:
  o Time-keeping on the meeting agenda.
  o Reaching out to students such as through the Assessment Times newsletter.
  o Turnaround time on reports.
  o Maintenance of website and Blackboard site.
  o “Tying of the loop”, especially looking at the outcomes of the work we do.
  o Use of technology in implementing assessments.
  o Presence on the Harold Lounge blog.
  o Presence in the student newspaper.
  o Delegation of committee work so that too much does not fall on individual people.

• Good Things:
  o Michael's leadership, humor, moderation of discussions, and work on paperwork and special assignment forms.
  o Good discussion during meetings, with a respectful willingness to hear dissenting voices and a healthy sense of humor.
Jen’s work on the Assessment Times and the new student version.
Jeffrey's minutes and agendas.
All committee members’ hard work during subcommittee time and outside of committee.
Successful implementation of the Social Science Assessment.
Good mix of new members and seasoned members.
Wealth of shared wisdom among committee members, allowing everyone to learn more about our college, grow as teachers, and grow at cross-curriculum knowledge.

Effective Writing Assessment: Jennifer passed out the timeline of work to be done during the Fall 2011 semester, leading up to the implementation of the assessment in November.

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

  - Attendance: Chao, Jaime, Jeff, John, Margarita, Matthew, Michael.
  - Discussion: The summer work to be completed includes the following.
    - Completion of the Quantitative Reasoning Report, first the draft by Jeff, and then the final draft by Michael.
    - Grading of the Social Science Assessments by Charles, Jeff, Lynnel, and Matthew.

- Effective Writing (Led by Jen) (Pilot in Spring 2011, Assessment in Fall 2011):
  - Attendance: Jen, Loretta, Willard.
  - Discussion: The subcommittee looked over the timeline of work to be completed in the Fall 2011 semester.

Closing:
- Adjournment: Michael adjourned the meeting at 4:00 PM.
- Approval of This Meeting's Minutes: These 5/4/2011 minutes were approved at the 8/31/2011 meeting by committee vote after being motioned by Chris Sabino and seconded by Jen.