Agenda for 8/29/2012
3:00 PM to 4:00 PM in Room 1046

1) Welcomes and Apologies
2) Approval of Minutes of May 2nd 2012 meeting
3) Approval of Annual Assessment Report
4) The work to be done
5) CCCPQP questions
6) 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.
Minutes for 8/29/2012 (Approved)
3:00 PM to 4:00 PM in Room 1046

Opening and Announcements:

- Approval of Minutes: The meeting was called to order at 3:04 PM. The 5/2/2012 minutes of last meeting were approved by committee vote after being motioned by Ray and seconded by Loretta.

- Welcome to New Members: Michael welcomed Paul Wandless as a new member as well as Anita Kelley and Carrie Nepstad as former members now returning to the committee. Michael reminded us that all former chairs (Anita, Carrie, and Jen) are now reunited and currently serving on the committee.

- HLC Conference: The Higher Learning Commission is having a conference in St. Charles from October 17th to 19th. Michael encouraged committee members to attend.

Updates on Reports:

- Annual Report: After a motion by Jen and a second by Loretta, the committee approved Michael’s annual report with small corrections.

- Social Sciences Report: Michael asked for readers of the rough draft of the Social Sciences report.

- Effective Writing Report: Jen shared that she has a draft of the final report for Effective Writing, though Phillip is still working on some last steps of the data analysis.
New Positions for Departmental Assessment: Our request for funding for departmental assessment was approved, and here are the members of the new departmental assessment team.

- Department Assessment Coordinator: Dave Richardson
- Department Assessment Liaison Applied Science: Carrie Nepstad
- Department Assessment Liaison Art: Paul Wandless
- Department Assessment Liaison Humanities: Erica McCormack

Summer Special Assignments: Michael shared that those with summer special assignments will soon need to give a short report of their progress.

- Social Science Report Writing and Annual Report: Mike
- Website Update and Design: John
- Effective Writing Report Writing: Jen
- Social Science and Effective Writing Data Analysis: Phillip
- Assessment Committee Archives: Jeff

Fall 2012 Workload: Michael presented the following list of other tasks to be competed in Fall 2012.

- Charge: We must update our charge.
- District-Wide Assessment: Michael and Jen will attend monthly meetings.
- CHEA: Michael will start working on the award application for the Council for Higher Education Accreditation, which is due October 15th, 2012.
- CCC DQP: The City Colleges of Chicago will be working with the Degree Qualifications Profile written by Lumina, 24 community colleges across 5 states looking at AAS outcomes. A proposal will be given to Lumina sometime this fall.
- Instructional Materials: The administration approved funding for the development of instructional materials based on evidence from assessments.
- Progress Tracking: We must continue to improve our tracking of evidence-based change driven by assessment findings.
- Diversity Assessment 2012: Olive Harvey, Truman, Malcolm X and Kennedy King will join us. They will use our tool but administer it independently.
- Assessment in 2013: We must agree on an outcome to assess in 2013. The two most likely choices right now are Civic Engagement or Oral Communication.

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

- Departmental Assessment:
  - Subcommittee Chair: Dave
  - Purpose: Planning and implementation of assessments at the departmental level. The following are the positions: Carrie in Applied Science, Paul in Art, Erica in Humanities, and Dave coordinating.
  - Attendance: Dave, Erica, Paul
  - Discussion:
    - Need to review NCA assumed practices and the steps of the committee framework.
    - Start with degree/certificate programs and searching for existing outcomes.
    - Keep peers informed about the process.
• **Diversity:**
  o Subcommittee Chair: Jeff
  o Purpose: Planning and implementation of the Diversity 2012 Assessment.
  o Attendance: Anita, Chao, Jeff, John, Ray, Samar
  o Discussion:
    ▪ Must make final corrections of the survey.
    ▪ Chao and John will be in charge of recruiting faculty to volunteer their classes.
    ▪ Samar will be in charge of recruiting committee members to be proctors.
    ▪ The group will discuss a more detailed checklist next week.

• **Effective Writing:**
  o Subcommittee Chair: Jen
  o Purpose: Data analysis and report-writing for Effective Writing 2011 Assessment.
  o Attendance: Jen, Loretta, Willard
  o Discussion:
    ▪ Jen gave an overview of the draft of the Effective Writing report.
    ▪ At the next meeting, the group will work on the editing, the executive summary, and the project description.
    ▪ Sections still needed include data interpretation and recommendations.

• **Social Sciences and AC Structure:**
  o Subcommittee Chair: Michael
  o Purpose: Data analysis and report-writing for Social Sciences 2010 Assessment.
  o Attendance: LaRhue, Matthew, Michael
  o Discussion:
    ▪ Check on Phillip regarding the final steps of the Social Sciences data analysis.
    ▪ Send draft of Social Sciences report to LaRhue for suggestions.
    ▪ LaRhue is considering attending the HLC conference in St. Charles.
    ▪ Michael will draft a new charge that includes detailed job descriptions.

**Closing:** The meeting was adjourned at 4:00 PM. These 8/29/2012 minutes were approved at the 9/5/2012 meeting by committee vote after being motioned by Jen and seconded by Erica.