Agenda for 8/31/2011
3:00 PM to 4:00 PM in Room 1046

1) Introductions and Welcomes
2) Approval of Minutes from the April 27th meeting
3) Approval for District to use our Diversity Assessment Tool across the District
4) Discussion and approval of the Annual Assessment Report 2010-2011
5) Discussion and approval of 'Comfort, Complexity and Competence: Quantitative Reasoning at HWC'
6) Information on upcoming Effective Writing Assessment - 905 student writing samples needed
7) Sub-Committee Time
   a. Effective Writing
   b. Social Science Assessment
   c. QR Dissemination and Artifacts
   d. 2nd Phase Planning Team

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

Chair – Michael Heathfield, Applied Science
Vice Chair – Jen Asimow, Applied Science
Secretary – Jeff Swigart, Mathematics

Minutes for 8/31/2011 (Approved)
3:00 PM to 4:00 PM in Room 1046

Members Attending:
Jen Asimow – Applied Science
Samar Ayesh – Physical Sciences
Margarita Chavez – World Languages
Jackie Cunningham – ELL WL
Michael Heathfield – Applied Sciences
John Kieraldo – Library
Chao Lu – Mathematics
Charles McSweeney – Advising
Willard Moody – English
Dave Richardson – Humanities
Jeff Swigart – Mathematics
Ray Tse – Physical Sciences
Phillip Vargas – Physical Sciences
Loretta Visomirskis – English
Matthew Williams – ELL WL
Allan Wilson – Physical Sciences

Apologies:
Lynnel Kiely – Social Sciences (Reinvention)

Absent:
LaRhue Finney – English

Consultants/Guests Attending:
Chris Sabino – Mathematics

Opening:
• Call to Order: Michael called the meeting to order at 3:00 PM.
• Introductions: Michael asked new and returning and members to introduce themselves.
• Approval of Last Meeting’s Minutes: The 5/4/2011 minutes were approved by committee vote after being motioned by Chris Sabino and seconded by Jen.

Diversity Assessment Tool:
The district requested our permission to use our diversity assessment tool across the district, agreeing to give our committee credit each time it is used. The committee voted approval of this request.

Annual Assessment Report of 2010-2011:
After brief discussion, Charles motioned to approve, and Allan seconded. The committee voted approval of the release of this document.

Quantitative Reasoning Assessment of 2009:
The committee discussed the final draft of the report for the Quantitative Reasoning Assessment of 2009, named ‘Comfort, Complexity and Competence: Quantitative Reasoning at HWC’. Phillip, one of our new members, offered to spend a few weeks strengthening the statistics in the report. The approval of this report is therefore temporarily on hold.
Effective Writing Assessment of 2011:
Jen shared that she and a team of graders will use the pilot essays from last spring to gauge the grading time for the essays of the actual assessment this November. Also, since the demographic data will be taken through paper forms with multiple choice bubbles, we need some committee members to learn the survey scanner on the 11th floor for inputting the data. Currently no one knows how to use this machine.

Website:
John K and Jeff will work on moving the information from the committee’s old website to the new website, then closing down the old website so that web surfers can only find the new site.

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

• Effective Writing (Led by Jen) (Assessment in Fall 2011):
  o Attendance: Dave, Jackie, Jen, Loretta, Willard.
  o Discussion: Members of the subcommittee will practice grading essays from the pilot last spring in order to begin norming the grading.

• Future Plans (Led by Michael) (Direction of the Committee):
  o Attendance: Michael, Ray, Samar.
  o Discussion: Members of the subcommittee discussed what subcommittees should exist and what their purposes should be.

• Quantitative Reasoning (Led by Jeff) (Report on 2009 Assessment):
  o Attendance: Chao, Chris Sabino, Jeff, John, Phillip.
  o Discussion: Phillip, whose expertise in statistics is greatly welcomed by this subcommittee and the committee as a whole, offered to spend a few weeks strengthening the statistics in the report. After he finishes in a few weeks, the report will be offered for committee approval. The subcommittee will then look for ways to disseminate the results, such as through the Harold Lounge blog.

• Social Sciences (Led by Lynnel) (Report on 2010 Assessment):
  o Attendance: Allan, Charles, Margarita, Matthew.
  o Discussion: The report writing will consist of three phases: organizing the Excel file of data, analyzing the statistics, and writing the report. The subcommittee is awaiting the Excel file of data from Vincent. Phillip offered to take the Excel file to analyze the statistics. Lynnel will then put everything together for the writing of the final report.

Closing:
• Adjournment: Michael adjourned the meeting at 4:00 PM.
• Approval of This Meeting’s Minutes: These 8/31/2011 minutes were approved at the 9/7/2011 meeting by committee vote after being motioned by Jen and seconded by Willard.