Agenda for 9/5/2012
3:00 PM to 4:00 PM in Room 1046

1) Welcomes and Apologies
2) Approval of Minutes August 29th 2012 meeting
3) Sub-Committee Feedback
   a. Effective Writing
   b. Department Assessment
   c. Diversity Pilot Results
4) Preparation of Assessment Week: Mode of Instruction Labels
5) A.O.B.
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.
Members Attending:
Jen Asimow – Applied Sciences
Samar Ayesh – Physical Sciences
LaRhue Finney – English
Michael Heathfield – Applied Sciences
John Kieraldo – Library
Chao Lu – Mathematics
Erica McCormack – Humanities
Willard Moody – English
Carrie Nepstad – Applied Sciences
Dave Richardson – Humanities
Jeff Swigart – Mathematics
Ray Tse – Physical Sciences
Loretta Visomirskis – English
Paul Wandless – Art and Architecture
Matthew Williams – ELL WL

Apologies:
Lynnel Kiely – Social Sciences
Charles McSweeney – Advising
Phillip Vargas – Physical Sciences

Opening and Announcements:
- Approval of Minutes: The meeting was called to order at 3:04 PM. The 8/29/2012 minutes of last meeting were approved by committee vote after being motioned by Jen and seconded by Erica.

Work Outside of Meeting: Michael and Jen met with Phillip from 2:00 PM to 3:00PM today to discuss the writing of the Social Science final report.

Effective Writing Update: Jen shared some highlights from the 2011 assessment data. Phillip needs a few more weeks on data analysis, and in the meantime there is great progress on the report-writing.

Social Science Update: Michael shared that he received the edits suggested by Will Edwards for the report of the 2010 assessment, which is in its final stages. Michael also encouraged committee members to feel free to use Will as a valuable resource for committee work.

Diversity Update: Jeff shared that planning for the 2012 assessment is on schedule. Five total colleges will be doing the assessment together, including Harold Washington College, Kennedy-King College, Malcolm X College, Olive-Harvey College, and Truman College. Each college will be doing the assessment independently as according to their own decisions, yet Jeff will be available to offer support when requested. Jen is speaking at Truman tomorrow to discuss these plans and offer support. Finally, the committee agreed to add a question to
the survey asking about mode of learning. The three categories of in-person, hybrid, and online will be given, and students will be asked how many of each type of class they are taking. Dropdown menus with options of 0 through 5 will be included on Survey Monkey.

**Departmental Assessment Update:** Dave shared that the departmental assessment team will initially focus on program assessment and begin by developing outcomes. They are also discussing North Central Association’s assumed practices.

**HLC Conference:** Carrie and LaRhue have agreed to attend the Higher Learning Commission is having a conference in St. Charles from October 17th to 19th. The committee thanks them for representing!

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

- **Departmental Assessment:**
  - Subcommittee Chair: Dave
  - Attendance: Carrie, Dave, Erica, Paul
  - 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.
  - Discussion: Reviewed progress so far, and developed a task list for the future.

- **Diversity:**
  - Subcommittee Chair: Jeff
  - Attendance: Chao, Jeff, John, Ray, Samar
  - Purpose: Planning and implementation of the Diversity 2012 Assessment.
  - Discussion: Edited the GoogleDocs form for collecting information on faculty volunteering their classes for the assessment.

- **Effective Writing:**
  - Subcommittee Chair: Jen
  - Attendance: Jen, Loretta, Willard
  - Purpose: Data analysis and report-writing for Effective Writing 2011 Assessment.
  - Discussion: Continued editing the Effective Writing final report, namely the executive summary and the project description.

- **Social Sciences and AC Structure:**
  - Subcommittee Chair: Michael
  - Attendance: LaRhue, Matthew, Michael
  - Purpose: Data analysis and report-writing for Social Sciences 2010 Assessment.
  - Discussion: Reviewed feedback on Social Science report, and discussed strategies for disseminating technical aspects of data within reports in a helpful way.

**Closing:** The meeting was adjourned at 4:00 PM. These 9/5/2012 minutes were approved at the 9/12/2012 meeting by committee vote after being motioned by Ray and seconded by Loretta.