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 Sciences
Vice Chair – Jen Asimow, Applied Sciences
Secretary – Jeff Swigart, Mathematics

Minutes for 9/12/2012 (Approved)
3:00 PM to 4:00 PM in Room 1046

Members Attending:
Jen Asimow – Applied Sciences
Michael Heathfield – Applied Sciences
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:
Samar Ayesh – Physical Sciences
LaRhue Finney - English
Lynnel Kiely – Social Sciences
Charles McSweeney – Advising
Phillip Vargas – Physical Sciences
John Kieraldo – Library

Opening: Michael called the meeting to order at 3:05 PM.

Approval of Minutes: The 9/5/2012 minutes of last meeting were approved by committee vote after being motioned by Ray and seconded by Loretta.

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.

Departmental Assessment: Carrie, Erica, and Paul shared that the departmental assessment team is getting ready to discuss their assessment plans with their respective departments. They will carefully document their processes to help future faculty continue this work. The first step will be writing student learning outcomes for departments that do not already have them written. Jen shared that she wants the rest of the committee to be ready to support this team when needed.

Applied Science Survey: Carrie shared the results of a survey she implemented on writing in the applied science department. She noted that the faculty who participated were happy to see the results so quickly after taking the survey. This should encourage us to work on our turnaround time of disseminating results.

Diversity Assessment: Jen shared about her meeting with Truman College’s Assessment Committee. She answered their questions about the previously completed Diversity Assessment from 2005 as well as the upcoming one in 2012.
**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: Members discussed how fun assessment is. Carrie talked through the next stages of her project, which included collecting department syllabi to look at writing assignments and build the student survey. Erica talked through her goals for next week’s conversation with the humanities department. Paul discussed his work on outcomes and research on CAA (College Art Association) standards for studio degrees, also sharing the draft of his objectives.

- **Diversity:**
  - Subcommittee Chair: Jeff
  - Attendance: Chao, Jeff, Ray
  - Purpose: Planning and implementation of the Diversity 2012 Assessment.
  - Discussion: Members worked on the draft of the invitation for faculty to volunteer 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: Members discussed and made changes in the wording and format of the “Methodology” section of the “Report on the Effective Writing Assessment”.

- **Social Sciences and AC Structure:**
  - Subcommittee Chair: Michael
  - Attendance: Matthew, Michael
  - Purpose: Data analysis and report-writing for Social Sciences 2010 Assessment.
  - Discussion: Members devised potential ideas for dissemination, such as 2-page summary sheets, student newspaper articles, and interactive items such as crosswords.

**Closing:** The meeting was adjourned at 4:00 PM. These 9/12/2012 minutes were approved at the 9/19/2012 meeting by committee vote after being motioned by Loretta and seconded by Paul.