Assessment Committee
Harold Washington College
Chair – Michael Heathfield, Applied Science
Vice Chair – Jen Asimow, Applied Science
Secretary – Jeff Swigart, Mathematics

Agenda for 9/14/2011
3:00 PM to 4:00 PM in Room 1046

1) Apologies for Absence
2) Minutes of September 7th meeting
3) Chair’s Brief Updates
   a. New Assistant Director of Institutional Research
   b. Meta Review
   c. Assessment Institute in Indianapolis on October 31st, 2011
   d. Assessment Fair in Des Planes on February 24th, 2012
4) Update on Effective Writing Assessment
5) Update on Quantitative Reasoning Report and Social Science Report
6) Social Science Database Permission
7) Using Demographic Info in Analyzing Statistics
8) Website
9) Performance-Based Funding
10) A.O.B.
11) Subcommittee 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.
Assessment Committee  
Harold Washington College  
Chair – Michael Heathfield, Applied Science  
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Minutes for 9/14/2011 (Approved)  
3:00 PM to 4:00 PM in Room 1046

Members Attending:  
Jen Asimow – Applied Science  
Samar Ayesh – Physical Sciences  
Jackie Cunningham – ELL WL  
LaRhue Finney – English  
Michael Heathfield – Applied Sciences  
Chao Lu – Mathematics  
Charles McSweeney – Advising  
Willard Moody – English  
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)  
Dave Richardson – Humanities

Absent:  
Margarita Chavez – World Languages  
John Kieraldo – Library

Consultants/Guests Attending:  
Will Edwards – Assist. Dir. of Inst. Research  
Donyel Williams – Dean of Instruction

Opening:  
• Call to Order: Michael called the meeting to order at 3:00 PM.  
• Approval of Last Meeting’s Minutes: The 9/7/2011 minutes were approved by committee vote after being motioned by Allan and seconded by Jen.

Announcements:  
• Welcome: Michael welcomed Will Edwards, the new Assistant Director of Institutional Research.  
• Conferences:  
  o Assessment Institute in Indianapolis on October 31st, 2011  
  o Assessment Fair in Des Planes on February 24th, 2012  
• CHEA Award: Michael will submit an application for a recognition award from the Council for Higher Education Accreditation.  
• Diversity Survey: District has already begun to use our committee’s diversity survey via a district-wide email to faculty and staff asking for respondents.

Performance-Based Funding: New state legislation just passed requiring educational institutions to show success in performance in order to keep state funding. This legislation calls educational institutions to be a part of the discussion regarding the metrics that should be used to gauge institutional success.
Donyel shared that district wants the City Colleges to take a lead on this discussion throughout the state so that we can positively influence the creation of these metrics. Our committee can especially help by focusing on how the general education student-learning outcomes relate to all of this.

**Meta Review:** Michael shared about the work he has begun on a meta review of our committee's work over the last many years. He noted that we are just about to complete seven-year assessment cycle, and we now have an opportunity to consider how we can improve our next cycle. He also noted that this meta review should inform our discussion about the performance-based funding legislation.

**Updates on Annual Assessments:**

- **Effective Writing Assessment (2011):** Jen shared that she needs to recruit faculty volunteers to allow their students to take the assessment this coming November. She estimates that about 225 hours of total reading will be necessary to grade the essays assessments. She also thanked Will for the help he is offering in using the survey scanner to input the demographics data.

- **Social Sciences Assessment (2010):** Lynnel, Phillip, and Jeff met to discuss the plan of Phillip statistically analyzing the data and then Lynnel writing the final report.

- **Quantitative Reasoning Assessment (2009):** Phillip is finished with his edits on the statistical analysis in the final report. He will give a brief presentation next week, and the report will then be ready for approval by the committee. Phillip also asked for permission to start writing an article for publication using the data from the Quantitative Reasoning assessment as well as other assessments if possible. The committee delightfully approved.

**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):**
  - Discussion: The subcommittee talked through the demographics section so that Will would know how to run it through the scanner. He agreed that each portion of the rubric needs to be reported and analyzed separately, rather than simply a total number.

- **Future Plans (Led by Michael) (Direction of the Committee):**
  - Attendance: Allan, Michael, Ray, Samar.
  - Discussion: The subcommittee discussed metrics for general education student learning outcomes that could be used in the discussion regarding performance-based funding. The also discussed the importance of defending our internally generated metrics, such as the recent Social Sciences assessment.

- **Social Sciences (Led by Jeff) (Report on 2010 Assessment):**
  - Attendance: Chao, Charles, Jeff, Matt, Phillip.
  - Discussion: The subcommittee discussed questions to consider in analyzing the data. Here were some ideas:
    - Competence scores compared to number of social sciences classes taken, self-reported level of comfort. total score on attitudinal questions, and age.
    - Comparing data across previous assessments.

**Closing:**

- **Adjournment:** Michael adjourned the meeting at 4:00 PM.
- **Approval of This Meeting’s Minutes:** These 9/14/2011 minutes were approved at the 9/21/2011 meeting by committee vote after being motioned by Allan and seconded by Jen.