Agenda for 9/26/2012
3:00 PM to 4:00 PM in Room 1046

1) Apologies for Absence  
2) Approval of Meeting Minutes for September 19th Meeting  
3) District Assessment Chairs Meeting Feedback  
4) Effective Writing Findings Teaser  
5) Diversity Assessment Update  
6) A.O.B.  
7) 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.
Assessment Committee
Harold Washington College

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

Minutes for 9/26/2012  (Approved)
3:00 PM to 4:00 PM in Room 1046

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
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
Carrie Nepstad – Applied Sciences
Phillip Vargas – Physical Sciences

Opening and Approval of Minutes: The meeting was called to order at 3:05 PM. The 9/19/2012 minutes of last meeting were approved by committee vote after being motioned by Jen 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.

District Assessment Chairs Meeting Feedback: Michael, Jen, and Jeff attended the district assessment chairs meeting last Friday, and Michael shared a brief summary of the topics of discussion, including the fall 2012 Diversity Assessment across five campuses and the planning of CCSSE for spring 2013.

Effective Writing Findings Teaser: Jen shared introductory findings of the Effective Writing data. One such finding, in brief, is that students in English 102 who started in English 98 at HWC did not score significantly different than students currently in English 98.

Diversity Assessment Update: The Diversity Subcommittee is finishing the faculty class volunteer form on GoogleDocs, and it will be shared with all faculty members via email early next week.
Subcommittee Time: Work in subcommittees began at 3:35 PM and lasted until the end of the meeting.

- **Departmental Assessment:**
  - Subcommittee Chair: Dave
  - Attendance: 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 progress on music assessment and art. Paul found the departmental assessment plan and now has a draft plan for his spring assessment.

- **Diversity:**
  - Subcommittee Chair: Jeff
  - Attendance: Chao, Jeff, John, Ray, Samar
  - Purpose: Planning and implementation of the Diversity 2012 Assessment.
  - Discussion: Members edited the GoogleDocs form to be used for gathering faculty class volunteers for the Diversity Assessment.

- **Effective Writing:**
  - Subcommittee Chair: Jen
  - Attendance: Jen, Loretta, Willard
  - Purpose: Data analysis and report-writing for Effective Writing 2011 Assessment.
  - Discussion: Members looked at Effective Writing data and assigned interpretive paragraphs for data.

- **Social Sciences and AC Structure:**
  - Subcommittee Chair: Michael
  - Attendance: LaRhue, Matthew, Michael
  - Purpose: Data analysis and report-writing for Social Sciences 2010 Assessment.
  - Discussion: Members discussed finalizing recommendations and conclusions for the Social Sciences final report.

**Closing:** The meeting was adjourned at 4:00 PM. These 9/26/2012 minutes were approved at the 10/3/2012 meeting by committee vote after being motioned by Chao and seconded by LaRhue.