Agenda for 9/28/2011
3:00 PM to 4:00 PM in Room 1046

1) Apologies for absence
2) Minutes of September 21st meeting
3) Quantitative Reasoning 'Cliff Notes' – Jeff
4) QR Dissemination Tracking
5) District Assessment Committee
6) Effective Writing Assessment Preparation – Jen & Co.
7) A.O.B.
8) 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
Vice Chair – Jen Asimow, Applied Science
Secretary – Jeff Swigart, Mathematics

Minutes for 9/28/2011 (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
Chao Lu – Mathematics
Charles McSweeney – Advising
Willard Moody – English
Dave Richardson – Humanities
Jeff Swigart – Mathematics
Phillip Vargas – Physical Sciences
Loretta Visomirskis – English
Matthew Williams – ELL WL
Allan Wilson – Physical Sciences

Apologies:
Will Edwards – Assist. Dir. of Inst. Research
LaRhue Finney – English
Lynnel Kiely – Social Sciences (Reinvention)
John Kieraldo – Library
Ray Tse – Library

Absent: (none)

Consultants/Guests Attending:
Don Laackman – President

Opening:
- Call to Order: Michael called the meeting to order at 3:05 PM.
- Approval of Last Meeting’s Minutes: The 9/21/2011 minutes were approved by committee vote after being motioned by Allan and seconded by Loretta.

Word from the President: Don shared that when asked at a district meeting what was going well at HWC, he spoke about our strong work in assessment.

Quantitative Reasoning Results: Jeff gave a Power Point presentation summarizing the results of the quantitative reasoning assessment. A follow-up discussion included the following ideas:
- Share results with the math department.
- Write a blurb for the Assessment Times.
- Disseminate the results in other ways than just the full report.
- Track the actions taken as a result of the recommendations made in the full report.
- Learn to use PeopleSoft to its full potential in order to make data collection easier.
- Continue to gather all assessments and reports to one place, namely the committee’s website.

District Assessment Committee: The District assessment meetings have been initiated under the guidance of Dr. Cecilia Lopez, Vice Chancellor of Academic Affairs, in order to begin a process of dialogue and expertise building across the sister colleges. We have much assessment expertise and there are
lessons we can all learn from each other, currently there is no structure or procedure for us to share this across our system. The specific reach, goals, and processes of the committee will be generated by the membership over the next few meetings.

**Effective Writing Update:** Jen has sent out the first round of faculty volunteer requests for the November 2011 assessment. She shared that the numbers look good so far but that we should continue to urge our colleagues to volunteer.

**Subcommittee Time:** Work in subcommittees began at 3:45 PM and lasted until the end of the meeting.

- **Dissemination (Led by Jeff) (QR 2009 Dissemination, SS 2010 Data Analysis, Website):**
  - Attendance: Chao, Charles, Jeff, Margarita, Matthew, Phillip.
  - Discussion:
    - Social Science Data Analysis: Phillip shared that his analysis of the inter-rater reliability shows that the reliability is acceptable. He is now ready to begin working on the full analysis of the data.
    - Quantitative Reasoning Dissemination: Ideas for dissemination included the Harold Lounge, posters, email, student organizations, the CAST committee. Ideas for many topics included the results on cohorts, students repeating a class, and the best and worst scoring topics.
    - Website: Jeff and John need to find out more details about how the new district-wide template will be managed.

- **Effective Writing (Led by Jen) (EW Assessment in Fall 2011):**
  - Attendance: Dave, Jackie, Jen, Loretta, Will.
  - Discussion: The subcommittee members worked on the directions for faculty for the assessment.

- **Future Plans (Led by Michael) (Direction of the Committee):**
  - Attendance: Allan, Michael, Samar.
  - Discussion: The subcommittee started working on mapping the HWC outcomes with the outcomes given in the Lumina Foundation’s degree profile at the Associate’s level. They will continue this work next week.

**Closing:**
- **Adjournment:** Michael adjourned the meeting at 4:05 PM.
- **Approval of This Meeting’s Minutes:** These 9/28/2011 minutes were approved at the 10/5/2011 meeting by committee vote after being motioned by Jen and seconded by LaRhue.