Assessment Committee
Harold Washington College

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

Agenda for 10/3/2012
3:00 PM to 4:00 PM in Room 1046

1) Apologies for Absence
2) Minutes of September 26th Meeting
3) Update on Diversity Assessment Progress
4) Website Review
5) Chair's Updates
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.
Minutes for 10/3/2012 (Approved)
3:00 PM to 4:00 PM in Room 1046

Members Attending:
Jen Asimow – Applied Sciences
Andrew Cutcher – World Languages
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
Phillip Vargas – Physical Sciences

Opening and Approval of Minutes: The meeting was called to order at 3:05 PM. The 9/26/2012 minutes of last meeting were approved by committee vote after being motioned by Chao and seconded by LaRhue.

Welcome to New Member: Michael welcomed Andrew Cutcher of World Languages to our committee.

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.

Diversity Update: Jeff shared that the email was sent asking faculty to volunteer their classes. Once we receive all the information about volunteered classes, then we can begin asking for volunteer proctors for the computer labs at necessary times.

Website: John shared about his recent updates to the website. Committee members will continue to share new documents and content to add.

Chair’s Updates: Michael shared that he is working on this year’s CHEA application, and he would like us to continue to think about how to do better at connecting our assessment data to student learning outcomes. He also shared that the Social Sciences final report is in its final stages.
Subcommittee Time: Work in subcommittees began at 3:40 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: Carrie gave an update on student survey questions and sources. Erica discussed her findings this week. Both had more success with dropping in on people to gather/assess info. Paul discussed his plan for the art pilot. Finally, members discussed the possibility of adjunct stipends.

- Diversity:
  - Subcommittee Chair: Jeff
  - Attendance: Chao, Jeff, John, Ray
  - Purpose: Planning and implementation of the Diversity 2012 Assessment.
  - Discussion: Members discussed the volunteer proctor signup sheet, instruction sheets for completing the assessment, and thank you letters to all volunteers involved.

- Effective Writing:
  - Subcommittee Chair: Jen
  - Attendance: Jen, Loretta, Willard
  - Purpose: Data analysis and report-writing for Effective Writing 2011 Assessment.
  - Discussion: Members revised a draft of the Effective Writing report, focusing on the project history and measure development sections.

- Social Sciences and AC Structure:
  - Subcommittee Chair: Michael
  - Attendance: Andrew, LaRhue, Matthew, Michael
  - Purpose: Data analysis and report-writing for Social Sciences 2010 Assessment.
  - Discussion: Members reviewed the first three sections of the CHEA application which Michael is completing and is due on October 15th. They also reviewed the draft conclusions of the Social Sciences final report, making lots of useful comments, corrections, and additions. Finally, they discussed the need to loop conclusions back to a judgment about the achievement of student learning outcomes.

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