Agenda for 10/12/2011
3:00 PM to 4:00 PM in Room 1046

1) Apologies for absence
2) Approval of Minutes of October 5th meeting
3) Updates:
   a. Effective Writing Assessment Volunteers
   b. Website
   c. CHEA Award Application
4) Assessment Packet Compilation - all hands to the deck!
5) A.O.B.
6) 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

Members Attending:
Jen Asimow – Applied Science
Samar Ayesh – Physical Sciences
Margarita Chavez – World Languages
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

Guests Attending:
Luke Belz – Mathematics

Minutes for 10/12/2011 [Approved]
3:00 PM to 4:00 PM in Room 1046

Apologies:
Lynnel Kiely – Social Sciences (Reinvention)
John Kieraldo – Library

Absent:
Dave Richardson – Humanities

Opening:
• Call to Order: Michael called the meeting to order at 3:05 PM.
• Approval of Last Meeting’s Minutes: The 10/5/2011 minutes were approved by committee vote after being motioned by Loretta and seconded by Allan.

Effective Writing Assessment Volunteers: Jen is still looking for faculty volunteers. Concern was expressed regarding the underrepresentation of certain departments. Jen and Michael will continue to send out personal invitations to targeted departments.

CHEA Application and Our Website: Michael has finished the draft of the application for the award through the Council for Higher Education Accreditation. He will email it to us soon for review. John K and Jeff will continue to update the committee’s website to prepare for the reviewers of the award.

Assessment Packet Compilation: Committee members worked from 3:15PM to 4:00 PM to compile the faculty packets for the Effective Writing Assessment. As a result, subcommittees did not meet.

Closing:
• Adjournment: Michael adjourned the meeting at 4:00 PM.
• Approval of This Meeting’s Minutes: These 10/12/2011 minutes were approved at the 10/19/2011 meeting by committee vote after being motioned by Allan and seconded by Loretta.