Assessment Committee
Harold Washington College

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

Minutes for 10/16/2013 (Approved)
3:00 PM to 4:00 PM in Room 1046

Members Attending:
Jen Asimow – Social Services
Samar Ayesh – Physical Sciences
Michael Heathfield – Social Services
John Kieraldo – Library
Erica McCormack – Humanities
Willard Moody - English
Carrie Nepstad – Social Services
Jeff Swigart – Mathematics
Ray Tse – Physical Science
Phillip Vargas – Physical Science
Loretta Visomirskis – English
Paul Wandless – Art and Architecture
Allan Wilson – Physical Sciences

Apologies:
None

Agenda:
1. Apologies for Absence
2. Approval Minutes of Last Meeting
3. Discipline Assessment Feedback
4. Oral Communication Planning and Approval of Tools
5. Any Other Business
6. Subcommittee Time

Call to Order: Michael called the meeting to order at 3:05 PM.

Approval of Minutes from Last Week: The 10/9/2013 minutes were approved after a motion by Ray and a second by Loretta.

Discipline Assessment Feedback: Erica is currently working with full-time music faculty on a rubric for a music assessment involving juried student performances. Paul continues to work with other art faculty on his drawing assessment, and he can now begin comparing the data from last year and this year. Carrie recently shared with the Applied Science department a link to her new website on writing, which can be found here: http://appliedsciencewriting.weebly.com/. She hopes that the sample rubric, assessment data, blog, and other materials will be a resource to faculty who need support in working with student writing.

Lexicon: Jen shared that she was inspired by Paul’s work on his common core art vocabulary list, and she would like to begin work on a lexicon of applied science words so that students can use it as a reference. She has noticed different instructors using different words for the same concept and students getting confused as a result. One example is the pair of words developmental prescription and developmental plan.

Oral Communication: Michael shared that so far the Oral Communication Assessment volunteers include 28 total faculty, made up of 8 part-timers and 20 full-timers representing every department. There are 1146 volunteered students, and at a predicted 70% participation this gives us 802 likely students. Committee members reviewed and suggested edits to the instruction sheet, rubric, demographics survey, and other documents. At a future meeting we will prepare the envelopes to then distribute to volunteer faculty.

Any Other Business:
• Oral Communication: Carrie shared that about a series of webinars on oral communication happening this week, and she will forward the information to committee members.
• Diversity: Jeff shared that the final report is complete except for the recommendations and conclusion. The Dissemination Subcommittee will work on recommendations, and then Michael will write a conclusion based on the recommendations.
• Dissemination: Jen shared her idea of recording video of various faculty and staff discussing results from the Diversity Report. These videos could then be shown on the LCD screens throughout the college.
• CCSSE: George Calisto of Research and Planning will oversee the Community College Survey of Student Engagement to be administered this spring. Jen will be the point person from our committee.

Subcommittees: There was no time for subcommittees this week.

Adjournment: Michael adjourned the meeting at 4:00 PM. These 10/16/2013 minutes were approved at the 10/23/2013 meeting after a motion by Allan and a second by Loretta.