Agenda for 10/17/2012
3:00 PM to 4:00 PM in Room 1046

1) Apologies for Absence
2) Approval of Minutes for October 10th 2012
3a) Update on Human Diversity Assessment
3b) Recruitment Numbers
3c) Next Steps
4) Assessment Poster Distribution
5) Chair's Updates
6) A.O.B.
7) 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 Sciences
Vice Chair – Jen Asimow, Applied Sciences
Secretary – Jeff Swigart, Mathematics

Minutes for 10/17/2012 (Approved)
3:00 PM to 4:00 PM in Room 1046

Members Attending:
Jen Asimow – Applied Sciences
Samar Ayesh – Physical 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
Ray Tse – Physical Sciences
Loretta Visomirskis – English
Paul Wandless – Art and Architecture
Matthew Williams – ELL WL

Honored Guests:
Will Edwards – Institutional Research

Apologies:
Lynnel Kiely – Social Sciences
Jeff Swigart – Mathematics
Phillip Vargas – Physical Sciences

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

Special Note: These minutes were taken by Erica.

Approval of Minutes: The 10/10/2012 minutes of last meeting were approved with edits by committee vote after being motioned by Jen and seconded by LaRhue.

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. Jen is meeting with the Kennedy-King College Assessment Committee on Tuesday afternoon.

Departmental Assessment: Dave has completed a report on departmental assessment progress, and Michael will share this report with Armen Sarrafian.

CHEA: On Thursday, Michael submitted the award application for the Council on Higher Education Accreditation. We will know the results of the award in early January. If we are not successful we will ask for feedback, namely a good strategy supplied by President Laackman.
**Diversity Assessment:** We have had 50 faculty members volunteer their classes to participate in the assessment, which included 14 adjuncts. The total number of students included in these classes is 2,348. A good proportion of these classes are “at a distance”, meaning students will complete the assessment outside of class. This takes emphasis off of the computer lab scheduling. In the future, we need to consider how to invest in and incorporate more adjuncts. Also, Will Edwards edited the Survey Monkey version of the survey, and it is ready to be made live online with an available web link. Finally, Michael passed out color posters to pin in classrooms on all floors.

**Social Sciences:** The graphics of the Social Sciences final report are still being worked on yet almost complete.

**Assessment Times:** Jen reminded committee members to submit articles for the Assessment Times by week 10, and then she and John will put it together by week 12.

**Subcommittee Time:** Work in subcommittees began at 3:25 PM and lasted until the end of the meeting.

- **Departmental Assessment:**
  - Subcommittee Chair: Dave
  - Attendance: Carrie, 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 possible future consideration for the committee regarding protocol and schedule issues/possibilities.

- **Diversity:**
  - Subcommittee Chair: Jeff
  - Attendance: Andrew, Chao, John, LaRhue, Matthew, Michael, Ray, Samar
  - Purpose: Planning and implementation of the Diversity 2012 Assessment.
  - Discussion: John, Ray, and Samar began sorting faculty volunteered classes into a schedule for Assessment Week.

- **Effective Writing:**
  - Subcommittee Chair: Jen
  - Attendance: Jen, Loretta, Willard
  - Purpose: Data analysis and report-writing for Effective Writing 2011 Assessment.
  - Discussion: Members continued to refine the Effective Writing final report, each member being responsible for certain sections.

- **Social Sciences and AC Structure:**
  - Subcommittee Chair: Michael
  - Attendance: Did not meet this week. Members joined the Diversity Subcommittee.
  - Purpose: Data analysis and report-writing for Social Sciences 2010 Assessment.
  - Discussion: Not applicable.

**Closing:** The meeting was adjourned at 4:00 PM. These 10/17/2012 minutes were approved at the 10/24/2012 meeting by committee vote after being motioned by Ray and seconded by Loretta.