Assessment Committee
Harold Washington College

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

Agenda for 10/19/2011
3:00 PM to 4:00 PM in Room 1046

1) Apologies for Absence
2) Approval of October 12th meeting minutes
3) Two Truck Loads of 'Thank you'
   a. CHEA Application
   b. Assessment Preparation and Volunteers
4) Elevator speech - Effective Writing Assessment
5) Packet Distribution
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.
Minutes for 10/19/2011 [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
LaRhue Finney – English
Michael Heathfield – Applied Sciences
John Kieraldo – Library
Chao Lu – Mathematics
Charles McSweeney – Advising
Willard Moody – English
Dave Richardson – Humanities
Jeff Swigart – Mathematics
Ray Tse – Physical Sciences
Phillip Vargas – Physical Sciences
Loretta Visomirskis – English
Matthew Williams – ELL WL
Allan Wilson – Physical Sciences

Apologies:
Jackie Cunningham – ELL WL
Lynnel Kiely – Social Sciences (Reinvention)

Absent:
None

Opening:
- Call to Order: Michael called the meeting to order at 3:05 PM.
- Approval of Last Meeting’s Minutes: The 10/12/2011 minutes were approved by committee vote after being motioned by Allan and seconded by Loretta.

Thanks:
- Michael thanked all those who helped to complete the award application for CHEA (Council for Higher Education Accreditation). We now excitedly await the decision of the award reviewers.
- Michael also thanked all those who helped during last week’s meeting to stuff envelopes for the Effective Writing Assessment.

Effective Writing “Elevator Speech”: Jen asked committee members to be ready to advertise the Effective Writing assessment as well as defend its purpose and explain the implementation instructions when necessary. Various committee members practiced their “elevator speeches” out loud.

Webpage: Jeff shared concern that the new district webpage template may not be flexible enough to allow for the variety of information that our committee hopes to include on its webpage. John K. will continue to look into these concerns as he attends the district webpage training and also as he talks with Donyel and John M.
Assessment Times: Jen asked for material for the upcoming issue of the Assessment Times, including articles on CHEA, Effective Writing, Social Science, and Quantitative Reasoning.

Effective Writing Packet Distribution: Jen distributed the Effective Writing packets to committee members who could then give them to the necessary faculty members.

Subcommittee Time: Work in subcommittees began at 3:30 PM and lasted until the end of the meeting.

- **Dissemination (Led by Jeff) (QR 2009 Dissemination, SS 2010 Data Analysis, Website):**
  - Attendance: Chao, Jeff, John K, Matthew, Phillip.
  - Discussion:
    - Social Science Assessment 2010: Phillip successfully downloaded all of the data from Blackboard and is beginning the analysis. He will continue to check in with Lynnel about what aspects of the data to analyze and how to connect the analysis to the SLO’s. He will also try to write something up for the Assessment Times.
    - Quantitative Reasoning Assessment 2009: Matthew will work on ideas for signs to put around the college. Jeff will work on an Assessment Times article and blog posts for the Harold Lounge. Phillip will work on a presentation for CAST.
    - Cartoons: Jeff will try to contact the student newspaper to find a cartoonist for the Assessment Times. He will also email some of his cartoon ideas to the other members of the subcommittee.
    - Website: John K. and Jeff spent some time working on the committee’s website.

- **Effective Writing (Led by Jen) (EW Assessment in Fall 2011):**
  - Discussion: Subcommittee members planned the schedule for grading the Effective Writing assessments. They also discussed how graders would be compensated, namely by getting 20 hours of release time from registration for Spring 2011.

- **Future Plans (Led by Michael) (Direction of the Committee):**
  - Attendance: Allan, Michael, Ray, Samar.
  - Discussion: Subcommittee members continued to discuss how they can map the Lumina Foundation’s outcomes to HWC’s specific SLO’s by Fall 2012. This week’s discussion specifically centered on how Lumina’s concept of Civic Learning fits into HWC’s general education or associate in arts requirements.

Closing:
- **Adjournment:** Michael adjourned the meeting at 4:00 PM.
- **Approval of This Meeting’s Minutes:** These 10/19/2011 minutes were approved at the 10/26/2011 meeting by committee vote after being motioned by Allan and seconded by Ray.