Assessment Committee
Harold Washington College

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

Minutes for 10/23/2013 (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
Erica McCormack – Humanities
Jeff Swigart – Mathematics
Ray Tse – Physical Science
Loretta Visomirskis – English
Matthew Williams – ELL WL
Allan Wilson – Physical Sciences

Apologies:
John Keraldo – Library
Carrie Nepstad – Social Sciences
Phillip Vargas – Physical Science
Paul Wandless – Art and Architecture

Agenda:
1. Apologies for Absence
2. Approval Minutes of Last Meeting
3. Any Other Business
4. Oral Communication Packet Assembly
5. Subcommittee Time

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

Approval of Minutes from Last Week: The 10/16/2013 minutes were approved after a motion by Allan and a second by Loretta.

Any Other Business:
- Social Sciences: Matthew shared that he is teaching History 111 as part of a cohort also including an ESL class and a Social Sciences class. The cohort is putting extra emphasis on helping students understand the definition of anthropology since the data from the Social Sciences Assessment showed that this was a particular weakness for students.
- CCSSE: Jen continues to be in contact with George Calisto of Research and Planning about the details of the Community College Survey of Student Engagement to be administered this spring.

Oral Communication Packet Assembly: Committee members prepared the packets of information for faculty volunteers of the Oral Communication Assessment, which took up the remainder of the meeting.

Subcommittees: There was no time for subcommittees this week.

Adjournment: Michael adjourned the meeting at 4:10 PM. These 10/23/2013 minutes were approved at the 10/30/2013 meeting after a motion by Phillip and a second by Erica.