Assessment Committee
Harold Washington College
Chair – Michael Heathfield, Applied Sciences
Vice Chair – Jen Asimow, Applied Sciences
Secretary – Jeff Swigart, Mathematics

Agenda for 10/24/2012
3:00 PM to 4:00 PM in Room 1046

1) Apologies for Absence
2) Approval of Minutes of October 17th meeting
3) Assessment Week Preparations
   Review of scheduled sections
   Approve emails to faculty volunteers
   Get full proctor coverage for Assessment Week
4) Update on Assessment Times
5) Feedback from District Assessment Chairs meeting
6) A.O.B.
7) Sub Committee 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 10/24/2012 (Approved)
3:00 PM to 4:00 PM in Room 1046

Members Attending:
Jen Asimow – Applied Sciences
Samar Ayesh – Physical Sciences
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
Jeff Swigart – Mathematics
Ray Tse – Physical Sciences
Loretta Visomirskis – English
Paul Wandless – Art and Architecture

Apologies:
Andrew Cutcher – World Languages
Lynnel Kiely – Social Sciences
Phillip Vargas – Physical Sciences

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

Approval of Minutes: The 10/17/2012 minutes of last meeting were approved by committee vote after being motioned by Ray and seconded by Loretta.

Work Outside of Meeting:
- Jen met with Kennedy-King College’s Assessment Committee on Tuesday to discuss their administering of the diversity assessment.
- Jen and John worked throughout the week on the next issue of Assessment Times.
- Michael and Jen met with Phillip on Monday to discuss the results of the Social Science final report.
- Ray and Samar worked Assessment Week schedule throughout the week.
- Will Edwards read the Effective Writing report and gave detailed feedback to Michael, Jen, and Phillip.
- VP Margie Martyn and Dean Armen Sarrafian have given much support in prepping for Assessment Week, such as the thank you email that Margie sent to all faculty volunteers.

Assessment Times: Jen shared that most of the parts of the next issue of Assessment Times have been completed. She is waiting on the final touches to be added and finished by next week.
**Assessment Chairs District Meeting:** Michael shared that he and Jen attended the district-wide assessment chairs meeting on Friday. The schedule for doing CCSSEE has been moved from spring 2013 to spring 2014. Also, VP Cecilia Lopez and Provost Kojo Quartey are collecting student learning outcomes from each college’s assessment committee, due by early November, in order to align them with ICCB general education outcomes. Jen shared that she discussed this with Cecilia to confirm that she has everything she needs from us. Finally, Cecilia is asking for five year timelines from each assessment committee, due by mid November, and so Michael is working on this now.

**Departmental Assessment Voting Rights:** Committee members discussed whether or not members of the Departmental Assessment Subcommittee/Team are considered full voting members of the Assessment Committee as a whole. Michael will consider this issue as he is editing the committee’s charge with his subcommittee.

**Subcommittee Time:** Work in subcommittees began at 3:45 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 Paul’s outcomes draft for art.

- **Diversity:**
  - Subcommittee Chair: Jeff
  - Attendance: Chao, Jeff, John, LaRhue, Michael, Ray, Samar
  - Purpose: Planning and implementation of the Diversity 2012 Assessment.
  - Discussion: Members discussed the confirmation emails to be sent to faculty volunteers by Monday of next week.

- **Effective Writing:**
  - Subcommittee Chair: Jen
  - Attendance: Jen, Loretta, Willard
  - Purpose: Data analysis and report-writing for Effective Writing 2011 Assessment.
  - Discussion: Members reviewed comments and suggestions from Will Edwards and Michael on the Effective Writing final report.

- **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 10/24/2012 minutes were approved at the 10/31/2012 meeting by committee vote after being motioned by Loretta and seconded by Ray.