Assessment Committee
Harold Washington College

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

Agenda for 10/26/2011
3:00 PM to 4:00 PM in Room 1046

1) Apologies for Absence
2) Approval of Minutes for October 19th Meeting
3) Effective Writing - Reminder for all Faculty participants
4) Effective Writing - graders will receive 20 hours reassignment from registration duties
5) Website - new one
6) Where is 'Civic Learning' in our General Education curriculum and outcomes?
7) A.O.B.
8) 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 Science
Vice Chair – Jen Asimow, Applied Science
Secretary – Jeff Swigart, Mathematics

Minutes for 10/26/2011 [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
Charles McSweeney – Advising
Dave Richardson – Humanities
Jeff Swigart – Mathematics
Ray Tse – Physical Sciences
Phillip Vargas – Physical Sciences
Allan Wilson – Physical Sciences
Willard Moody – English

Apologies:
Michael Heathfield – Applied Sciences
Lynnel Kiely – Social Sciences (Reinvention)
John Kieraldo – Library
Chao Lu – Mathematics
Loretta Visomirskis – English

Absent:
Jackie Cunningham – ELL WL
Matthew Williams – ELL WL

Guests Attending:
Luke Belz – Mathematics

Opening:
• Call to Order: Jen called the meeting to order at 3:05 PM. (Michael was not feeling well and sent his apologies.)
• Approval of Last Meeting’s Minutes: The 10/19/2011 minutes were approved by committee vote after being motioned by Allan and seconded by Ray.

Effective Writing: Jen asked committee members to remind faculty participants to start collecting writing samples if they have not already done so. She also shared that compensation has been approved for graders of the assessment in the form of 20 hours release time from Spring 2012 registration week.

Website: Jeff continues to organize old reports and documents and John K puts them on the website. From now on, a regular agenda item will be Jeff presenting the committee with a portion of old documents to discuss and prepare for the website.

General Education Outcomes: Next week, Michael would like to discuss how Lumina’s definition of ‘Civic Learning’ fits into our own General Education Outcomes.

Subcommittee Time: Work in subcommittees began at 3:20 PM and lasted until the end of the meeting.

• Dissemination (Led by Jeff) (QR 2009 Dissemination, SS 2010 Data Analysis, Website):
  o Attendance: Jeff, Luke, Phillip.
  o Discussion: Phillip is still trying to get access to the Blackboard data of the Social Sciences Assessment. He will talk to Lynnel about possible options. Jeff wrote a short piece on
Quantitative Reasoning for Jen for the upcoming issue of Assessment Times. He also shared a potential Harold Lounge blog post, which the subcommittee approved, and he will therefore bring it before the entire committee next week.

- **Effective Writing (Led by Jen) (EW Assessment in Fall 2011):**
  - Attendance: Dave, Jen, LaRhue, Willard.
  - Discussion: Subcommittee members discussed the details of how the rubric for the assessment will be used.

- **Future Plans (Led by Michael) (Direction of the Committee):**
  - Attendance: Allan, Ray, Samar.
  - Discussion: Subcommittee members formed the following list of questions that should be discussed over the next many weeks regarding student learning outcomes (SLO’s).
    - What are the SLO’s for the Social Sciences classes?
    - What other classes not in the Social Sciences department would supply cultural background?
    - Does college success address any of these issues? If not, can it be modified to include it?
    - How many classes have a service learning component?
    - How can we assess community involvement? For instance, many of our students do work, which counts as community involvement according to Lumina. Yet can we show that they work more because of their education at HWC?
    - How can results of student engagement and student clubs be used to show community involvement?
    - Is there a diversity requirement as part of the Associate in Arts (AA) degree?
    - Does the requirement of a foreign language lead to gains in civic engagement?

**Closing:**
- **Adjournment:** Jen adjourned the meeting at 4:00 PM.
- **Approval of This Meeting’s Minutes:** These 10/26/2011 minutes were approved at the 11/2/2011 meeting by committee vote after being motioned by Charles and seconded by Ray.