Agenda for 11/14/2012
3:00 PM to 4:00 PM in Room 1046

1) Apologies for Absence
2) Approval of minutes of 10/31 meeting
3) Quick feedback on last week’s session
4) Update on Assessment Week statistics
5) Approval of Student Assessment Times
6) Approval of new 7-year Assessment Schedule
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.
Minutes for 11/14/2012 (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
Erica McCormack – Humanities
Willard Moody – English
Dave Richardson – Humanities
Jeff Swigart – Mathematics
Ray Tse – Physical Sciences
Loretta Visomirskis – English
Paul Wandless – Art and Architecture
Matthew Williams – ELL WL

Apologies:
Lynnel Kiely – Social Sciences
Carrie Nepstad – Applied Sciences
Phillip Vargas – Physical Sciences

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

Approval of Minutes: The 10/31/2012 minutes of last meeting were approved by committee vote after being motioned by Ray and seconded by LaRhue.

Seminar with Leslie Beller: Last Wednesday, committee members participated in a seminar with Leslie Beller of the New Options Project from the Office of Pathways to College & Career at Chicago Public Schools. She shared the details of the Employability Assessment that she is encouraging schools and other organizations to use to help students learn about what employers look for, such as dress code and communication skills. Some committee members shared that they may try to use this assessment in their classes.

Update on Assessment Week: Michael shared an overview of the success of Assessment Week. He was especially pleased to share some of the student responses from the request for feedback at the end of the survey. One theme of this feedback was students thanking the Assessment Committee for asking questions about diversity. Many students also expressed interest in finding out the results of the survey. Michael passed out draft posters of thanking students for their participation, and committee members suggested that we write “thank you” in many different languages.

Assessment Seven-Year Schedule: Michael shared the committee’s new seven-year schedule, which he produced in response to a request from district. Committee members approved it unanimously. Committee members also expressed a desire to organize a similar calendar for departmental assessment.
**Assessment Times Student Version:** John passed out copies of the final draft of the student version of this semester’s Assessment Times newsletter. He asked for committee members to give him suggestions for edits.

**Thank You Notes:** Michael passed out the thank you notes he had prepared for the faculty and staff members who helped out with Assessment Week.

**Oral Communication:** Michael asked for help in starting to plan for next fall’s assessment in oral communication.

**District Assessment Meeting:** Jen will represent us this coming Friday, November 16th, at the district assessment meeting.

**Subcommittee Time:** Work in subcommittees began at 3:45 PM and lasted until the end of the meeting.

- **Departmental Assessment:**
  - Subcommittee Chair: Dave
  - Attendance: 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 reviewed the outcomes that Paul and Erica are working on for their respective departments.

- **Diversity:**
  - Subcommittee Chair: Jeff
  - Attendance: Jeff, John, Ray, Samar
  - Purpose: Planning and implementation of the Diversity 2012 Assessment.
  - Discussion: Members made a plan to create a two-page summary of results from the diversity assessment, to qualitatively code the open-ended feedback responses from students, and to give Phillip questions to answer in his analysis of the data.

- **Effective Writing:**
  - Subcommittee Chair: Jen
  - Attendance: Jen, Loretta, Willard
  - Purpose: Data analysis and report-writing for Effective Writing 2011 Assessment.
  - Discussion: Members discussed how they will now be changing to the Learning Modules Subcommittee. Their primary duty will be to use the recommendations from former assessments to create learning modules for use in the classroom.

- **Social Sciences and AC Structure:**
  - Subcommittee Chair: Michael
  - Attendance: Matthew, Michael
  - Purpose: Data analysis and report-writing for Social Sciences 2010 Assessment.
  - Discussion: Members discussed key findings from the Social Sciences report. They also discussed methods of dissemination, such as reporting to the Social Sciences department, putting up posters, posting on the Harold Lounge, and publishing in the student newspaper.

**Closing:** The meeting was adjourned at 4:00 PM. These 11/14/2012 minutes were approved at the 11/28/2012 meeting by committee vote after being motioned by Jen and seconded by Chao.