Agenda for 11/28/2012  
3:00 PM to 4:00 PM in Room 1046

1) Apologies for absence  
2) Minutes of the November 14th meeting  
3) Feedback from District Assessment Chairs meeting of November 16th.  
4) Thanks to Jen & John for both Assessment Times this semester  
5) Update on Social Science Assessment Report and Effective Writing Report  
6) Human Diversity Posters and Findings Brief progress  
7) Key work for spring semester  
8) 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.
Assessment Committee
Harold Washington College
Chair – Michael Heathfield, Applied Sciences
Vice Chair – Jen Asimow, Applied Sciences
Secretary – Jeff Swigart, Mathematics

Minutes for 11/28/2012 (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
Matthew Williams – ELL WL

Apologies:
Lynnel Kiely – Social Sciences
Phillip Vargas – Physical Sciences

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

Approval of Minutes: The 11/14/2012 minutes of last meeting were approved by committee vote after being motioned by Jen and seconded by Chao.

No Meeting Next Week: This will be our last meeting of the semester.

District Assessment Meeting: Jen represented us at the District Assessment Meeting on Friday. Topics of discussion included assessment calendars and reporting about the success of the diversity assessment. Jen shared our most recent Assessment Times newsletter with the others at the meeting.

Social Sciences and Effective Writing Reports: Michael will work on these reports over the winter break. In the spring we will then be able to have a “festival of dissemination”.

Diversity Posters: Michael showed us the completed posters thanking students for participation. Committee members will check to make sure the many languages of “thank you” are all correct, and then the posters will go up around the building as soon as possible.

Upcoming Work for Spring 2013:
• Learning Modules: Jen will lead a new subcommittee whose task will be to produce learning modules based on recommendations generated by committee reports.
• **Oral Communication:** We must begin preparing for the oral communication assessment to be administered in Fall 2013.

• **Committee Charge:** Dave has written a new draft of our charge including new job descriptions, which the committee will go over and approve to be effective next semester.

• **Departmental Assessment:** We will begin preparing to add new departments to our departmental assessment task force for next fall. We will also try to get representation in the committee as a whole from each department.

**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 the transition from Dave to Carrie as the coordinator of departmental assessment, as well as recommendations for expanding/revising in future semesters.

• **Diversity:**
  - Subcommittee Chair: Jeff
  - Attendance: Jeff, John, Ray, Samar
  - Purpose: Planning and implementation of the Diversity 2012 Assessment.
  - Discussion: Next semester, members will begin qualitatively coding the responses on the diversity survey from the question requesting feedback. Also, Phillip will begin the overall analysis of the diversity data.

• **Learning Modules (Previously the “Effective Writing” Subcommittee):**
  - Subcommittee Chair: Jen
  - Attendance: Jen, Loretta, Willard
  - Purpose: Data analysis and report-writing for Effective Writing 2011 Assessment.
  - Discussion: Members discussed the creation of modules to enhance students’ attainment of the general education objectives.

• **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 the work on oral communication that must begin next semester to prepare for the fall 2013 assessment.

**Closing:** The meeting was adjourned at 4:00 PM. These 11/28/2012 minutes were approved at the 1/23/2013 meeting by committee vote after being motioned by Ray and seconded by Samar.