



Assessment Committee Harold Washington College



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

Minutes for 9/4/2013 (Approved)
3:00 PM to 4:00 PM in Room 1046

Members Attending:

Jen Asimow - Applied Sciences
Samar Ayesch - Physical Sciences
Michael Heathfield - Applied Sciences
John Kieraldo - Library
Erica McCormack - Humanities
Willard Moody - English
Carrie Nepstad - Applied Sciences
Jeff Swigart - Mathematics
Ray Tse - Physical Sciences
Phillip Vargas - Physical Sciences
Loretta Visomirskis - English
Paul Wandless - Art and Architecture
Matthew Williams - ELL WL
Allan Wilson - Physical Sciences

Apologies:

None

Agenda:

1. Apologies for Absence
2. Approval Minutes of Last Meeting
3. Review of Assessment Schedule
4. Subcommittees for Fall
5. Feedback on Oral Communication Pilot
6. Annual Report and Summer Cuts
7. Any Other Business
8. Subcommittee Time

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

Approval of Minutes from Last Week: The 5/1/2013 minutes were approved after a motion by Ray and a second by Loretta.

Review of Assessment Schedule: Michael shared the schedule of upcoming assessments. The most immediately approaching assessments include Oral Communication 2013 and Information Literacy 2014.

Subcommittees for Fall: Our subcommittees for this semester will include Departmental Assessment headed by Carrie, Dissemination headed by Jen, Oral Communication headed by Michael, and Information Literacy headed by Jeff.

Feedback on Oral Communication Pilot: Ray shared an overview of the summer pilot of the upcoming Oral Communication assessment. Some faculty backed out of volunteering since it was so much work. Loretta shared that the volunteering helped her think more carefully about public speaking skills. Michael shared the data from pilot, including such facts as that *delivery* was lowest-scoring category from the rubric.

Annual Report and Summer Cuts: Michael thanked Erica and Jen for edits to his annual report for the previous academic year. He also shared that over the summer we lost the newly requested departmental liaison positions but gained the researcher/analyst position, now filled by Phillip. We were also able to keep our original departmental liaisons that began one year ago.

Any Other Business and Upcoming Events:

- *Presentation to President Laackman:* Carrie, Erica, and Paul presented on departmental assessment to President Laackman. Carrie shared that it went very well and that the president responded positively.
- *Work Outside of Committee:* Michael, Jeff, Jen, and Phillip had a planning session last week.

Subcommittees: Work began at 3:45 PM and lasted until the end of the meeting.

- **Departmental Assessment:**
 - *Purpose:* Planning and implementation of assessments at the departmental/unit level.
 - *Subcommittee Chair:* Carrie
 - *Attendance Today:* Carrie, Erica, Matthew, Paul
 - *Discussion Today:* Members discussed their thoughts on their presentation to the president as well as a schedule for work to be done in the upcoming academic year.

- **Dissemination:**
 - *Purpose:* Dissemination of Diversity Assessment 2012 Report and other committee work.
 - *Subcommittee Chair:* Jen
 - *Attendance Today:* Allan, Jen, Loretta, Willard
 - *Discussion Today:* Members discussed potential methods for disseminating the Diversity Report. Jen will ask for a rough draft to look during next week's subcommittee time.

- **Information Literacy:**
 - *Purpose:* Preparation for Information Literacy Assessment 2014.
 - *Subcommittee Chair:* Jeff
 - *Attendance Today:* Jeff, John
 - *Discussion Today:* Members discussed updates to the website and initial options for the tool to be used for the Information Literacy Assessment.

- **Oral Communication:**
 - *Purpose:* Preparation for Oral Communication 2013 Assessment.
 - *Subcommittee Chair:* Michael
 - *Attendance Today:* Michael, Phillip, Ray, Samar
 - *Discussion Today:* Members discussed the summer pilot, reducing complexity for faculty volunteers, using Scantron, rewriting instructions for faculty volunteers, overall timescale, strategy for getting more adjunct volunteers, and sharing the rubric early so that faculty volunteers can properly prepare.

Adjournment: Michael adjourned the meeting at 4:00 PM. These 9/4/2013 minutes were approved at the 9/11/2013 meeting after a motion by Ray and a second by Loretta.



Assessment Committee Harold Washington College



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

Minutes for 9/11/2013 (Approved) 3:00 PM to 4:00 PM in Room 1046

Members Attending:

Jen Asimow - Social Services
Samar Ayesh - Physical Science
Michael Heathfield - Social Services
John Kieraldo - Library
Erica McCormack - Humanities
Willard Moody - English
Jeff Swigart - Mathematics
Ray Tse - Physical Science
Phillip Vargas - Physical Science
Loretta Visomirskis - English
Paul Wandless - Art and Architecture
Allan Wilson - Physical Science

Apologies:

Rosie Banks - Office of Instruction
Carrie Nepstad - Social Services

Agenda:

1. Apologies for Absence
2. Approval Minutes of Last Meeting
3. Approval of HWC Annual Assessment Report
4. "Principles for Effective Assessment of Student Achievement"
5. District Debates
6. Re-accreditation Requirements on Program Assessment
7. C.C.S.S.E.
8. Any Other Business
9. Sub-Committee Time

Call to Order: Michael called the meeting to order at 3:03 PM.

Approval of Minutes from Last Week: The 9/4/2013 minutes were approved after a motion by Ray and a second by Loretta.

Approval of HWC Annual Assessment Report: Tabled until next week.

Principles for Effective Assessment of Student Achievement: Michael shared with committee members a document regarding the necessity of assessment and endorsed by major organizations such as the American Association of Community Colleges.

District Debates: Michael shared that there are current debates within district about how much investment there should be in assessment.

Re-accreditation Requirements on Program Assessment: Michael shared a conversation he had with VP Margie Martyn regarding how re-accreditation is now requiring program level outcomes. Chairs and program coordinators will potentially be in charge of it, not our committee.

CCSSE: District is potentially pushing the administering of CCSSE (Community College Survey of Student Engagement) back to a later time.

Any Other Business and Upcoming Events:

- *Diversity Report:* Jeff is working on the finishing touches.
- *Effective Writing:* Jen shared that she thought the Effective Writing results should be shared with the English department at a special meeting. The committee agreed. Phillip will attend in order to answer any statistics questions, and Loretta and Willard will attend as representatives from the English department.
- *Faculty Council Liaison to Assessment Committee:* Paul shared that he is now the Faculty Council liaison to our committee.

Subcommittees: Work began at 3:35 PM and lasted until the end of the meeting.

- **Departmental Assessment:**
 - *Purpose:* Planning and implementation of assessments at the departmental/unit level.
 - *Subcommittee Chair:* Carrie
 - *Attendance Today:* Erica, Paul
 - *Discussion Today:* Members shared drafts of their schedules for their work this semester.

- **Dissemination:**
 - *Purpose:* Dissemination of Diversity Assessment 2012 Report and other committee work.
 - *Subcommittee Chair:* Jen
 - *Attendance Today:* Allan, Jen, Loretta, Willard
 - *Discussion Today:* Members began looking through the Diversity Report to find interesting data to be disseminated. Jen will contact Larnell about presenting the Effective Writing results at an English Department meeting.

- **Information Literacy:**
 - *Purpose:* Preparation for Information Literacy Assessment 2014.
 - *Subcommittee Chair:* Jeff
 - *Attendance Today:* Jeff, John
 - *Discussion Today:* Members discussed the difference in phrases Information Literacy vs Information Fluency. The latter phrase is newer and perhaps on the rise. Members also discussed finding a tool that has already been created, which will likely be better for our committee than trying to create our own. Starting next week, members will begin researching options of tools.

- **Oral Communication:**
 - *Purpose:* Preparation for Oral Communication 2013 Assessment.
 - *Subcommittee Chair:* Michael
 - *Attendance Today:* Michael, Phillip, Ray, Samar
 - *Discussion Today:* Members discussed the email to class volunteers and the instructions for the Scantron demographics survey.

Adjournment: Michael adjourned the meeting at 4:00 PM. These 9/11/2013 minutes were approved at the 9/18/2013 meeting after a motion by Allan and a second by Erica.



Assessment Committee Harold Washington College



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

Minutes for 9/18/2013 (Approved)
3:00 PM to 4:00 PM in Room 1046

Members Attending:

Jen Asimow - Social Services
Samar Ayesh - Physical Science
John Kieraldo - Library
Erica McCormack - Humanities
Willard Moody - English
Carrie Nepstad - Social Services
Jeff Swigart - Mathematics
Ray Tse - Physical Science
Phillip Vargas - Physical Science
Loretta Visomirskis - English
Paul Wandless - Art and Architecture
Matthew Williams - ELL WL
Allan Wilson - Physical Science

Apologies:

Michael Heathfield - Social Services

Agenda:

1. Apologies for Absence
2. Approval Minutes of Last Meeting
3. Approval of Annual Assessment Report
4. Subcommittee Quick Feedback:
Dissemination, Discipline Assessment,
Oral Communication, and Information
Literacy
5. Any Other Business
6. Subcommittee Time

Call to Order: Jen called the meeting to order at 3:04 PM.

Approval of Minutes from Last Week: The 9/11/2013 minutes were approved after a motion by Ray and a second by Loretta.

Approval of Annual Assessment Report: Committee members shared feedback on the report. Jen specifically shared that Michael did a good job of giving positive feedback on work specific committee members have been doing. After a motion by Carrie and second by Loretta, the committee voted to approve. Michael will now send the report to administrators.

Subcommittee Quick Feedback:

- *Dissemination Subcommittee:* Jen shared that members are discussing potential recommendations to add to the draft of the report. Also, posters of Effective Writing results are ready, and Jen passed them out to committee members to post throughout the college.
- *Discipline Assessment:* Carrie shared that she is setting up a schedule for the Applied Science assessment. Paul is moving forward with the second round of the Art assessment as well as putting together a vocabulary list resulting from the first round. Erica is moving forward with new assessments for music performance and music theory.
- *Oral Communication:* Ray shared an overview of the summer pilot, including the fact that some faculty backed out because it seemed like too much work. One change being made to simplify the process is Phillip's idea of using a Scantron for the demographics and grading. Michael will send out invitations to faculty very soon. Committee members discussed various other issues, including how to maintain student anonymity. The subcommittee will have finalized plans ready to share by next week.
- *Information Literacy:* Jeff shared that he and John are looking into potential tools for Fall 2014. Jen shared that one complaint about SAILS (Standardized Assessment of Information Literacy Skills) when it HWC used it in 2004 was that it felt like it was designed for 4-year institutions.

Any Other Business:

- *Release Time:* Jen shared that based on discussions she has found out that district, for now, is not looking into cutting release time for committee officers.

Subcommittees: Work began at 3:40 PM and lasted until the end of the meeting.

- **Discipline Assessment:**
 - *Purpose:* Planning and implementation of assessments at the discipline/unit level.
 - *Subcommittee Chair:* Carrie
 - *Attendance Today:* Erica, Paul
 - *Discussion Today:* Members discussed each of their next steps. Carrie is planning discussions about what kind of writing assignments to assess in the Applied Science department, Erica is planning discussions and norming session for the new humanities tool, and Paul is working on disseminating the new art rubric.
- **Dissemination:**
 - *Purpose:* Dissemination of Diversity Assessment 2012 Report and other committee work.
 - *Subcommittee Chair:* Jen
 - *Attendance Today:* Allan, Jen, Loretta, Willard
 - *Discussion Today:* Members decided to wait for the updated version of the Diversity Report which will include Phillip's changes before continuing their analysis.
- **Information Literacy:**
 - *Purpose:* Preparation for Information Literacy Assessment 2014.
 - *Subcommittee Chair:* Jeff
 - *Attendance Today:* Not Applicable.
 - *Discussion Today:* Members did not meet but instead sat in on the Oral Communication Subcommittee.
- **Oral Communication:**
 - *Purpose:* Preparation for Oral Communication 2013 Assessment.
 - *Subcommittee Chair:* Michael
 - *Attendance Today:* Jeff, John, Ray, Samar
 - *Discussion Today:* Members discussed the invitation email to be sent out to faculty asking for volunteered classes to participate in the assessment.

Adjournment: Jen adjourned the meeting at 4:00 PM. These 9/18/2013 minutes were approved at the 9/25/2013 meeting after a motion by Ray and a second by John.



Assessment Committee Harold Washington College

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



Minutes for 9/25/2013 (Approved) 3:00 PM to 4:00 PM in Room 1046

Members Attending:

Jen Asimow - Social Services
Samar Ayesh - Physical Science
Rosie Banks - Office of Instruction
John Kieraldo - Library
Erica McCormack - Humanities
Willard Moody - English
Carrie Nepstad - Social Services
Jeff Swigart - Mathematics
Ray Tse - Physical Science
Phillip Vargas - Physical Science
Loretta Visomirskis - English
Matthew Williams - ELL WL

Apologies:

Michael Heathfield - Social Services
Allan Wilson - Physical Science

Agenda:

1. Apologies for Absence
2. Approval Minutes of Last Meeting
3. Review of Information Literacy Student Learning Outcomes
4. Alternative Models of Assessment (Child Development Example)
5. Encourage all to volunteer for Oral Communication
6. Subcommittee Time

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

Approval of Minutes from Last Week: The 9/18/2013 minutes were approved after a motion by Ray and a second by John.

Review of Information Literacy Student Learning Outcomes: Committee members discussed these outcomes from 2004, working to update them for the upcoming Fall 2014 information literacy assessment. Jeff will email the edits so far to all committee members, and we will revisit them next week.

Alternative Models of Assessment (Child Development Example): Tabled. Carrie will present this next week.

Encourage Oral Communication Participation: Committee members discussed how to maximize participation in this semester's assessment. Jen reminded us that we do not assess developmental education classes as a whole, yet many of the students we sample from 100-level classes will also be in other developmental education classes.

Any Other Business:

- *Survey of Assessment Culture:* Jen shared that Sam Houston University has asked Michael to take the 2013 Survey of Assessment Culture on behalf of our college.
- *Japan Institution for Higher Education Evaluation:* A delegation of five administrators and faculty members from various Japanese universities will be visiting us on November 12th to interview us about assessment.

Subcommittees: There was no time for subcommittees this week.

Adjournment: Jen adjourned the meeting at 4:00 PM. These 9/25/2013 minutes were approved at the 10/2/2013 meeting after a motion by Loretta and a second by Phillip.



Assessment Committee Harold Washington College



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

Minutes for 10/2/2013 (Approved)
3:00 PM to 4:00 PM in Room 1046

Members Attending:

Jen Asimow - Social Services
Samar Ayesh - Physical Science
Rosie Banks - Office of Instruction
Michael Heathfield - Social Services
John Kieraldo - Library
Erica McCormack - Humanities
Willard Moody - English
Carrie Nepstad - Social Services
Ray Tse - Physical Science
Phillip Vargas - Physical Science
Loretta Visomirskis - English
Matthew Williams - ELL WL
Allan Wilson - Physical Sciences

Consultants/Guests Attending:

George Calisto - Assist. Dir. Research/Planning

Apologies:

Jeff Swigart - Mathematics
Paul Wandless - Art and Architecture

Agenda:

1. Apologies for Absence
2. Approval Minutes of Last Meeting
3. Update on Oral Communication
4. Unit Assessment
5. Assessment Committee Changes
6. Any Other Business

Call to Order: Michael called the meeting to order at 3:04 PM.

Approval of Minutes from Last Week: The 9/25/2013 minutes were approved after a motion by Loretta and a second by Phillip.

Minutes This Week: The committee thanks Jen for taking minutes in Jeff's absence.

Update on Oral Communication: So far 12 faculty members have volunteered about 400 students. Committee members discussed strategies for obtaining more volunteers. Michael will talk to George Bickford about getting adjunct volunteers. Michael will also resend the invitation email with clearer subject line. Rosie volunteered to specifically target College Success classes. Erica suggested that committee members should offer support to faculty members who have little experience with oral assignments. All committee members agreed to advertise to fellow faculty.

Unit Assessment: Carrie shared a curriculum map that is used in the Child Development program. This map aligns courses to student learning outcomes, learning opportunities, rubrics, and national standards. The learning opportunities vary, but the rubrics are standard throughout the program. Such maps are going to be necessary for every program at the college.

Assessment Committee Changes: Michael shared that he is stepping down as chair in December because he is going to be chair of the Applied Sciences Department. Jen will step in as interim chair for the spring semester.

Any Other Business:

- *Information Literacy:* Next week the committee will continue its work on these student learning outcomes. Committee members should reread the rough draft of the outcomes in preparation.
- *Oral Communication:* Next week the committee will continue to discuss ways of getting more volunteers.

- *Discipline/Unit Assessment*: Armen suggested to Michael that we should ask again for more financial support for discipline/unit assessment.
- *Effective Writing*: Jen shared that Larnell Dunkley, chair of the English Department, has invited Phillip and her to present data from the Effective Writing Assessment at their next department meeting.
- *Human Diversity*: Michael shared that the final report is almost complete, at which time it will need to be reviewed by the committee.
- *Developmental Education*: Rosie shared that HWC is hiring a developmental education director whose job description will include developing an assessment plan.

Subcommittees: Work began at 3:45 PM and lasted until the end of the meeting.

- ***Discipline/Unit Assessment:***
 - *Purpose*: Planning and implementation of assessments at the discipline/unit level.
 - *Subcommittee Chair*: Carrie
 - *Attendance Today*: Carrie, Erica
 - *Discussion Today*: Members discussed a meeting that took place within the Humanities Department. Erica shared her semester timeline, and Carrie shared her curriculum map.
- ***Dissemination:***
 - *Purpose*: Dissemination of Diversity Assessment 2012 Report and other committee work.
 - *Subcommittee Chair*: Jen
 - *Attendance Today*: Allan, Jen, Loretta, Rosie, Willard
 - *Discussion Today*: Members discussed the Information Literacy student learning outcomes.
- ***Information Literacy:***
 - *Purpose*: Preparation for Information Literacy Assessment 2014.
 - *Subcommittee Chair*: Jeff
 - *Attendance Today*: Not Applicable.
 - *Discussion Today*: Members did not meet due to Jeff's absence but instead sat in on the Oral Communication Subcommittee.
- ***Oral Communication:***
 - *Purpose*: Preparation for Oral Communication 2013 Assessment.
 - *Subcommittee Chair*: Michael
 - *Attendance Today*: Michael, Phillip, Ray, Samar
 - *Discussion Today*: Members discussed the race categories to include on the demographics survey for Scantron and decided to push for the five categories used on the CCC/HWC digest. Members will continue to finalize instruction sheets and review those next week. In week 8, members will bring the overall finalized plan to the entire committee for comment and approval. Michael will continue to work to recruit more faculty members.

Adjournment: Michael adjourned the meeting at 4:00 PM. These 10/2/2013 minutes were approved at the 10/9/2013 meeting after a motion by Allan and a second by Phillip.



Assessment Committee Harold Washington College



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

Minutes for 10/9/2013 (Approved) 3:00 PM to 4:00 PM in Room 1046

Members Attending:

Jen Asimow - Social Services
Michael Heathfield - Social Services
Erica McCormack - Humanities
Willard Moody - English
Carrie Nepstad - Social Services
Jeff Swigart - Mathematics
Ray Tse - Physical Science
Phillip Vargas - Physical Science
Loretta Visomirskis - English
Paul Wandless - Art and Architecture
Allan Wilson - Physical Sciences

Consultants/Guests Attending:

George Calisto - Research and Planning

Apologies:

John Kieraldo - Library

Agenda:

1. Apologies for Absence
2. Approval Minutes of Last Meeting
3. Race Categories Conversation
4. Information Literacy Outcomes Revision
5. Any Other Business
6. Subcommittees

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

Approval of Minutes from Last Week: The 10/2/2013 minutes were approved after a motion by Allan and a second by Phillip.

Race Categories: Phillip shared the updated Scantron survey we are using for the demographics section of the Oral Communication study. Since each item can only have five choices of answers, we are consolidating to these five race categories: Asian, Native American, Black, Hispanic, White. These are the same categories used by the HWC statistical digests. Michael will draft a message to include with the race question to explain to students why we could not include more categories.

Information Literacy: Tabled. Next week we will continue to edit the student learning outcomes as a committee.

Any Other Business:

- *Oral Communication:* Michael shared the updated volunteer numbers for the upcoming assessment. Assuming a level of 70% participation of students in volunteered sections, there are 650 likely students so far. This includes a good spread of subjects as well as full-time and adjunct.
- *Olive-Harvey Meeting:* Michael is meeting with the chair of the Assessment Committee of Olive-Harvey College tomorrow.
- *Leadership:* Michael reminded the committee that he is stepping down from chair after this semester. He then proposed an interim plan for the rest of the academic year. During Spring 2014 Jen will serve as interim chair and Ray as interim vice chair. Jeff will continue as secretary and Phillip as researcher. After a motion by Allan and second by Carrie, the committee approved this proposal. In the middle of the spring semester, the committee will vote on the leadership for the following academic year. Jen will then be stepping down from interim chair, and Carrie will be running for chair. All other leaders will be rerunning for their positions.

- *CCSSE*: The district is now planning to go ahead this spring with administering the Community College Survey of Student Engagement. Our committee will offer support where needed.

Subcommittees: Work began at 3:45 PM and lasted until the end of the meeting.

- ***Discipline/Unit Assessment:***
 - *Purpose:* Planning and implementation of assessments at the discipline/unit level.
 - *Subcommittee Chair:* Carrie
 - *Attendance Today:* Carrie, Erica, Paul
 - *Discussion Today:* Erica revised her timetable based on feedback from the music faculty. They meet again this week. Paul has been working data analysis, findings, and recommendations. Carrie has sent the link to the Applied Science Writing webpage to the department, and she will present the next stage to the team at the next meeting.
- ***Dissemination:***
 - *Purpose:* Dissemination of Diversity Assessment 2012 Report and other committee work.
 - *Subcommittee Chair:* Jen
 - *Attendance Today:* Allan, Jen, Loretta, Willard
 - *Discussion Today:* Members asked Jeff for the rough draft of the Diversity Report. He will send it to Jen so that the subcommittee can then discuss recommendations.
- ***Information Literacy:***
 - *Purpose:* Preparation for Information Literacy Assessment 2014.
 - *Subcommittee Chair:* Jeff
 - *Attendance Today:* Not Applicable.
 - *Discussion Today:* Members did not meet but instead joined the Oral Communication subcommittee.
- ***Oral Communication:***
 - *Purpose:* Preparation for Oral Communication 2013 Assessment.
 - *Subcommittee Chair:* Michael
 - *Attendance Today:* Jeff, Michael, Phillip, Ray
 - *Discussion Today:* Members discussed the list of volunteers so far. Michael will continue to make focused invitations to increase the numbers. He will also continue to edit the instruction sheets for faculty and students.

Adjournment: Michael adjourned the meeting at 4:00 PM. These 10/9/2013 minutes were approved at the 10/16/2013 meeting after a motion by Ray and a second by Loretta.



Assessment Committee Harold Washington College



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

Minutes for 10/16/2013 (Approved) 3:00 PM to 4:00 PM in Room 1046

Members Attending:

Jen Asimow - Social Services
Samar Ayesha - Physical Sciences
Michael Heathfield - Social Services
John Kieraldo - Library
Erica McCormack - Humanities
Willard Moody - English
Carrie Nepstad - Social Services
Jeff Swigart - Mathematics
Ray Tse - Physical Science
Phillip Vargas - Physical Science
Loretta Visomirskis - English
Paul Wandless - Art and Architecture
Allan Wilson - Physical Sciences

Apologies:

None

Agenda:

1. Apologies for Absence
2. Approval Minutes of Last Meeting
3. Discipline Assessment Feedback
4. Oral Communication Planning and Approval of Tools
5. Any Other Business
6. Subcommittee Time

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

Approval of Minutes from Last Week: The 10/9/2013 minutes were approved after a motion by Ray and a second by Loretta.

Discipline Assessment Feedback: Erica is currently working with full-time music faculty on a rubric for a music assessment involving juried student performances. Paul continues to work with other art faculty on his drawing assessment, and he can now begin comparing the data from last year and this year. Carrie recently shared with the Applied Science department a link to her new website on writing, which can be found here: <http://appliedsciencewriting.weebly.com/>. She hopes that the sample rubric, assessment data, blog, and other materials will be a resource to faculty who need support in working with student writing.

Lexicon: Jen shared that she was inspired by Paul's work on his common core art vocabulary list, and she would like to begin work on a lexicon of applied science words so that students can use it as a reference. She has noticed different instructors using different words for the same concept and students getting confused as a result. One example is the pair of words *developmental prescription* and *developmental plan*.

Oral Communication: Michael shared that so far the Oral Communication Assessment volunteers include 28 total faculty, made up of 8 part-timers and 20 full-timers representing every department. There are 1146 volunteered students, and at a predicted 70% participation this gives us 802 likely students. Committee members reviewed and suggested edits to the instruction sheet, rubric, demographics survey, and other documents. At a future meeting we will prepare the envelopes to then distribute to volunteer faculty.

Any Other Business:

- *Oral Communication:* Carrie shared that about a series of webinars on oral communication happening this week, and she will forward the information to committee members.
- *Diversity:* Jeff shared that the final report is complete except for the recommendations and conclusion. The Dissemination Subcommittee will work on recommendations, and then Michael will write a conclusion based on the recommendations.

- Dissemination: Jen shared her idea of recording video of various faculty and staff discussing results from the Diversity Report. These videos could then be shown on the LCD screens throughout the college.
- CCSSE: George Calisto of Research and Planning will oversee the Community College Survey of Student Engagement to be administered this spring. Jen will be the point person from our committee.

Subcommittees: There was no time for subcommittees this week.

Adjournment: Michael adjourned the meeting at 4:00 PM. These 10/16/2013 minutes were approved at the 10/23/2013 meeting after a motion by Allan and a second by Loretta.



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 Kieraldo - Library
Carrie Nepstad - Social Services
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.



Assessment Committee Harold Washington College



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

Minutes for 10/30/2013 (Approved) 3:00 PM to 4:00 PM in Room 1046

Members Attending:

Jen Asimow - Social Services
Michael Heathfield - Social Services
John Kieraldo - Library
Erica McCormack - Humanities
Jeff Swigart - Mathematics
Ray Tse - Physical Science
Phillip Vargas - Physical Science
Loretta Visomirskis - English
Paul Wandless - Art and Architecture
Matthew Williams - ELL WL

Apologies:

Samar Ayesh - Physical Sciences
Carrie Nepstad - Social Services
Allan Wilson - Physical Sciences

Agenda:

1. Apologies for Absence
2. Approval Minutes of Last Meeting
3. Quick Update Oral Communication
4. Reviewing SLO's for Information Literacy
5. Any Other Business
6. Subcommittee Time

Call to Order: Michael called the meeting to order at 3:03 PM.

Approval of Minutes from Last Week: The 10/23/2013 minutes were approved after a motion by Phillip and a second by Erica.

Birthday: The committee wished Michael a happy birthday!

Oral Communication: Michael shared that there are now about 1300 volunteered students, and at 60% participation this gives a likely 780 students. Michael also thanked Ray and Samar for their help with the final preparation of the envelopes for faculty.

Information Literacy: The committee discussed potential edits of the previous student learning outcomes used in 2004, using the American Library Association standards as a resource. John, with help from Jeff, will work on a draft of SLO's to share with the committee at next week's meeting.

Any Other Business:

- *Assessment Times:* Jen would like submissions for the next issue of our newsletter soon. Ray and Samar will write a piece on the summer Oral Communication pilot, and Jen will write about the Human Diversity Report.
- *Human Diversity:* Michael will work on finalizing the report over next few weeks, after which Jen will work with the Dissemination Subcommittee to write recommendations.

Subcommittees: Work began at 3:45 PM and lasted until the end of the meeting.

- **Discipline/Unit Assessment:**
 - *Purpose:* Planning and implementation of assessments at the discipline/unit level.
 - *Subcommittee Chair:* Carrie
 - *Attendance Today:* Erica, Paul
 - *Discussion Today:* Paul discussed having run the Art 144 assessment last week. Erica discussed progress on the music rubric based on feedback from and Assessment list-serve and discussions from faculty, and as a result there is a tentative agreement to use one rubric for all levels of applied music, with a sliding scale. Carrie, Erica, and Paul will meet together online later this week for more discussion.

- **Dissemination:**
 - *Purpose:* Dissemination of Diversity Assessment 2012 Report and other committee work.
 - *Subcommittee Chair:* Jen
 - *Attendance Today:* Jen, Loretta, Willard
 - *Discussion Today:* Jen has compiled the initial findings of the demographics portion of the Diversity Report into a brief report, and color copies will be ready soon.

- **Information Literacy:**
 - *Purpose:* Preparation for Information Literacy Assessment 2014.
 - *Subcommittee Chair:* Jeff
 - *Attendance Today:* Jeff, John
 - *Discussion Today:* Members worked on editing the outcomes and hope to have a rough draft to share with the committee by next week.

- **Oral Communication:**
 - *Purpose:* Preparation for Oral Communication 2013 Assessment.
 - *Subcommittee Chair:* Michael
 - *Attendance Today:* Michael, Phillip, Ray
 - *Discussion Today:* Members checked in briefly about the progress of the assessment now that the packets have been handed out.

Adjournment: Michael adjourned the meeting at 4:00 PM. These 10/30/2013 minutes were approved at the 11/6/2013 meeting after a motion by Loretta and a second by Paul.



Assessment Committee Harold Washington College



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

Minutes for 11/6/2013 (Approved) 3:00 PM to 4:00 PM in Room 1046

Members Attending:

Jen Asimow - Social Services
Michael Heathfield - Social Services
John Kieraldo - Library
Erica McCormack - Humanities
Willard Moody - English
Carrie Nepstad - Social Services
Jeff Swigart - Mathematics
Ray Tse - Physical Science
Phillip Vargas - Physical Science
Loretta Visomirskis - English
Paul Wandless - Art and Architecture
Matthew Williams - ELL WL
Allan Wilson - Physical Sciences

Apologies:

Samar Ayesh - Physical Sciences
Rosie Banks - Office of Instruction

Agenda:

1. Apologies for Absence
2. Approval of Minutes of Last Meeting
3. Subcommittee Updates
4. Information Literacy SLO's
5. Any Other Business
6. Subcommittee Time

Call to Order: Michael called the meeting to order at 3:03 PM.

Approval of Minutes of Last Meeting: The 10/30/2013 minutes were approved after a motion by Loretta and a second by Paul.

Subcommittee Updates:

- *Oral Communication:* Michael shared that everything seems to be running smoothly and on schedule.
- *Discipline/Unit Assessment:* Erica shared that she has been meeting every other week with the music faculty to continue work on the rubric for the music assessment. This rubric will likely use a sliding scale and would then be flexible across many levels of applied music classes. Paul shared that he has finished the Art 103 assessment and is now working on the Art 131 and Art 144 assessments. Committee members discussed how to best disseminate results from departmental assessment and agreed that periodic dissemination is important in order to show progress of the work. Jen shared that we should invite Jonathan Kaiser, the district administrator over assessment, to one of our meetings. Carrie shared about the rubric on the Applied Science writing website and how discussions with other faculty reveal awareness of what can be gained from using it.
- *Dissemination:* Jen reminded committee members to submit their Assessment Times articles to her as soon as possible. She also passed out color copies of the first round of Human Diversity results to put in faculty mailboxes.
- *Human Diversity:* Michael shared that he will work on finalizing the report this week and will have a draft by next week.

Information Literacy SLO's: John shared the draft of student learning outcomes he had written earlier in the week. Committee members discussed improvements and made some edits. The committee then approved the updated SLO's, as shown here.

The student will be able to...

1. Determine the nature of the information needed in a given context.
2. Identify available resources of different types (e.g., books, journal articles) and formats (e.g., print, electronic).
3. Access and navigate information resources and services effectively.

4. Evaluate sources of information based on appropriate criteria.
5. Organize new information efficiently and integrate it with other information or material.
6. Distinguish between ethical and unethical uses of information (e.g., source attribution, intellectual property).

Any Other Business:

- *Japanese Delegation:* On Tuesday of next week, a delegation of higher education administrators and faculty from Japan will come to visit HWC and discuss assessment. They chose to come here after hearing about the CHEA award. Michael will have two-hour time window with them, which among other things will include a presentation on HWC's assessment culture and learning.

Subcommittees: Work began at 3:45 PM and lasted until the end of the meeting.

- **Discipline/Unit Assessment:**

- *Purpose:* Planning and implementation of assessments at the discipline/unit level.
- *Subcommittee Chair:* Carrie
- *Attendance Today:* Carrie, Erica, Paul
- *Discussion Today:* Paul discussed recent data collection and changes to his rubric, Erica described changes to her timeline, and Carrie shared about her recent meeting with the Applied Science Department.

- **Dissemination:**

- *Purpose:* Dissemination of Diversity Assessment 2012 Report and other committee work.
- *Subcommittee Chair:* Jen
- *Attendance Today:* Allan, Jen, Loretta, Willard
- *Discussion Today:* Members edited the Human Diversity article for the Assessment Times.

- **Information Literacy:**

- *Purpose:* Preparation for Information Literacy Assessment 2014.
- *Subcommittee Chair:* Jeff
- *Attendance Today:* Jeff, John
- *Discussion Today:* Members looked at a free tool by NILRC (Network of Illinois Learning Resources in Community Colleges), and next week they will begin mapping it to our newly approved outcomes.

- **Oral Communication:**

- *Purpose:* Preparation for Oral Communication 2013 Assessment.
- *Subcommittee Chair:* Michael
- *Attendance Today:* Michael, Phillip, Ray
- *Discussion Today:* Michael will send a reminder to all faculty volunteers next week in order to try to keep them "in the game".

Adjournment: Michael adjourned the meeting at 4:00 PM. These 11/6/2013 minutes were approved at the 11/13/2013 meeting after a motion by Jen and a second by Loretta.



Assessment Committee Harold Washington College



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

Minutes for 11/13/2013 (Approved) 3:00 PM to 4:00 PM in Room 1046

Members Attending:

Jen Asimow - Social Services
Michael Heathfield - Social Services
John Kieraldo - Library
Erica McCormack - Humanities
Carrie Nepstad - Social Services
Jeff Swigart - Mathematics
Ray Tse - Physical Science
Phillip Vargas - Physical Science
Loretta Visomirskis - English
Paul Wandless - Art and Architecture
Matthew Williams - ELL WL
Allan Wilson - Physical Sciences

Apologies:

None

Agenda:

1. Apologies for Absence
2. Approval of Minutes of Last Meeting
3. Reapproval of Completely Finalized Information Literacy Outcomes
4. District Assessment Meeting Feedback
5. Draft Approval of Assessment Times
6. Any Other Business
7. Subcommittee Time

Call to Order: Michael called the meeting to order at 3:04 PM.

Approval of Minutes of Last Meeting: The 11/6/2013 minutes were approved after a motion by Jen and a second by Loretta.

Reapproval of Completely Finalized Information Literacy Outcomes: After approving the information literacy outcomes last week, Jen and Erica discussed that outcome number four may be too abstract. The original text of this outcome is as follows: "Evaluate sources of information based on appropriate criteria." Committee members then discussed improvements and finally settled on the following: "Evaluate sources of information based on standard criteria (e.g., accuracy, authority, reliability, and relevance)". The committee approved this change unanimously.

District Assessment Meeting Feedback: Michael shared an overview of Friday's district-wide assessment meeting. New focus will be placed on broadening program level assessment. For example, wherever an award is given, such as a certificate or degree, we must specify the student learning outcomes constituting that award. Since program level assessment is becoming so important for reaccreditation, implementation will begin as soon in Fall 2014. For HWC specifically, this will likely involve support for department liaisons for a greater number of departments. Another topic of discussion involved the periodic audits by the ICCB (Illinois Community College Board). For schools that do not show good progress on assessment, the ICCB may impose its own schedule for assessing general education. Otherwise schools may follow their own schedule of assessment.

Draft Approval of Assessment Times: John passed out a draft of the latest issue of the Assessment Times, and Jen asked for suggested edits. The committee will approve the final draft next week, and then Jen will distribute it via email.

Any Other Business:

- *Japanese Delegation:* A Japanese higher education delegation of two faculty members and two administrators visited HWC on Tuesday in order to ask questions about assessment.

Jen and Michael gave a presentation on various aspects of our committee's work, President Don Laackman followed with some broad comments about supporting faculty, and Dean Armen Sarrafian helped to host. HWC offered the delegation various gifts and assessment materials.

- *Visit from Administration Next Week:* Dean Armen Sarrafian and VP Margie Martyn will attend next week's meeting to discuss program level assessment.
- *Social Sciences Assessment:* Matthew shared that he would like to use some of the results from the Social Sciences Assessment of 2011 in a presentation he is preparing for a conference for ELL (English Language Learners) conference. The committee happily approved of this request.
- *Oral Communication:* Michael shared that the first packet of Oral Communication surveys was turned in by Amy Rosenquist. He will send a reminder this week to the other faculty volunteers.

Subcommittees: Work began at 3:35 PM and lasted until the end of the meeting.

- ***Discipline/Unit Assessment:***
 - *Purpose:* Planning and implementation of assessments at the discipline/unit level.
 - *Subcommittee Chair:* Carrie
 - *Attendance Today:* Carrie, Erica, Paul
 - *Discussion Today:* Paul discussed the scoring of the Art 144 assessment and the beginning stages of the Art 131 assessment. Erica met with her group of music faculty, and they revised their rubric. They will next make sure that it aligns with their student learning outcomes. Carrie sent her rubric to the Applied Sciences Department for them to look at.
- ***Dissemination:***
 - *Purpose:* Dissemination of Diversity Assessment 2012 Report and other committee work.
 - *Subcommittee Chair:* Jen
 - *Attendance Today:* Allan, Jen, Loretta, Willard
 - *Discussion Today:* Members edited the latest issue of the Assessment Times.
- ***Information Literacy:***
 - *Purpose:* Preparation for Information Literacy Assessment 2014.
 - *Subcommittee Chair:* Jeff
 - *Attendance Today:* Jeff, John
 - *Discussion Today:* Members began analyzing the free tool from the NILRC (Network of Illinois Learning Resources in Community Colleges) to align it with our committee's recently approved student learning outcomes. This tool, or a modified version of it, could potentially be the one we use in Fall 2014.
- ***Oral Communication:***
 - *Purpose:* Preparation for Oral Communication 2013 Assessment.
 - *Subcommittee Chair:* Michael
 - *Attendance Today:* Michael, Phillip, Ray
 - *Discussion Today:* Members discussed progress on data gathering. Michael will start bringing completed survey packets to each committee meeting to give to Phillip for processing.

Adjournment: Michael adjourned the meeting at 4:00 PM. These 11/13/2013 minutes were approved at the 11/20/2013 meeting after a motion by Loretta and a second by Allan.



Assessment Committee Harold Washington College



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

Minutes for 11/20/2013 (Approved) 3:00 PM to 4:00 PM in Room 1046

Members Attending:

Jen Asimow - Social Services
Michael Heathfield - Social Services
John Kieraldo - Library
Erica McCormack - Humanities
Carrie Nepstad - Social Services
Jeff Swigart - Mathematics
Ray Tse - Physical Science
Phillip Vargas - Physical Science
Loretta Visomirskis - English
Paul Wandless - Art and Architecture
Allan Wilson - Physical Sciences

Apologies:

Samar Ayesh - Physical Sciences

Agenda:

1. Apologies for Absence
2. Approval of Minutes of Last Meeting
3. Schedule of Meetings Through End of Semester
4. Final Approval of Assessment Times Fall Edition
5. Teaser Taster of Full Human Diversity Recommendations
6. Any Other Business
7. Subcommittee Time

Call to Order: Michael called the meeting to order at 3:03 PM.

Approval of Minutes of Last Meeting: The 11/13/2013 minutes were approved after a motion by Loretta and a second by Allan.

Schedule of Meetings Through the End of Semester: We will have no meeting next week. Our last meeting will be on Wednesday, December 4th, during which Dean Armen Sarrafian and VP Margie Martyn will visit to discuss program-level assessment.

Final Approval of Assessment Times Fall Edition: Jen passed out the final draft of this semester's issue of our newsletter, recently completed by John. Jen thanked Erica for her continued dedication to carefully reading and editing all committee documents. The committee approved the final version for dissemination.

Teaser Taster of Full Human Diversity Recommendations: Michael shared the almost completed version of the Human Diversity Report. One key finding is that students feel lower discrimination after attending HWC compared to before. One recommendation is to make sure that students, faculty, and staff fully realize and celebrate the diversity at HWC. We must now start thinking of creative ways to disseminate, and Nikole Muzzy, our public relations coordinator, is very interested in helping with this.

Any Other Business:

- *Japanese Delegation Letter:* Michael received an email from a member of the Japanese delegation that recently visited HWC, thanking him for the college's hospitality.
- *Assessment Fair Presentation:* Carrie, Erica, and Paul found out that their proposal to present at the 18th Annual Assessment Fair for Illinois Community Colleges was accepted. The fair is on Friday, February 21st, 2014, at Moraine Valley Community College.
- *Assessment Times for Students:* Jen shared the student version of the newsletter, and the committee approved it.

- *Ceramic Arts Presentation:* Paul's proposal to present at annual conference for NCECA (National Council on Education for the Ceramic Arts) was accepted. This will take place in Milwaukee on March 19th to 22nd, 2014, with an estimated attendance of 4500 to 5000. He will be presenting on various aspects of teaching 2D and 3D design courses, including syllabi, project ideas, assessment tools and strategies, project materials, textbooks, content strategies and overall Art Foundation philosophies.

Subcommittees: Work began at 3:35 PM and lasted until the end of the meeting.

- ***Discipline/Unit Assessment:***
 - *Purpose:* Planning and implementation of assessments at the discipline/unit level.
 - *Subcommittee Chair:* Carrie
 - *Attendance Today:* Carrie, Erica, Paul
 - *Discussion Today:* Carrie is currently collecting data, Erica is meeting with her group tomorrow, and Paul has recently collected data using his revised tool.
- ***Dissemination:***
 - *Purpose:* Dissemination of Diversity Assessment 2012 Report and other committee work.
 - *Subcommittee Chair:* Jen
 - *Attendance Today:* Allan, Jen, Loretta
 - *Discussion Today:* Members edited the Assessment Times Student Version.
- ***Information Literacy:***
 - *Purpose:* Preparation for Information Literacy Assessment 2014.
 - *Subcommittee Chair:* Jeff
 - *Attendance Today:* Jeff, John
 - *Discussion Today:* Members continued to look at the Information Literacy Assessment created by the NILRC (Network of Illinois Learning Resources in Community Colleges) as a potential assessment for the committee to use in 2014.
- ***Oral Communication:***
 - *Purpose:* Preparation for Oral Communication 2013 Assessment.
 - *Subcommittee Chair:* Michael
 - *Attendance Today:* Michael, Phillip, Ray
 - *Discussion Today:* Phillip will work on the executive summary for the Human Diversity Report. Michael will send an email reminder to faculty volunteers of the Oral Communication Assessment. Michael will also follow up with district about Human Diversity data from other colleges.

Adjournment: Michael adjourned the meeting at 4:00 PM. These 11/20/2013 minutes were approved at the 12/4/2013 meeting after a motion by Loretta and a second by Ray.



Assessment Committee Harold Washington College



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

Minutes for 12/4/2013 (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
John Kieraldo - Library
Erica McCormack - Humanities
Willard Moody - English
Carrie Nepstad - Social Services
Jeff Swigart - Mathematics
Ray Tse - Physical Science
Phillip Vargas - Physical Science
Loretta Visomirskis - English
Paul Wandless - Art and Architecture
Allan Wilson - Physical Sciences

Guests:

Margie Martyn - VP of Academic Affairs
Armen Sarrafian - Dean of Instruction

Agenda:

1. Apologies for Absence
2. Approval of Minutes of Last Meeting
3. Oral Communication Update
4. Program Level Assessment
5. Any Other Business
6. Farewells and Thanks

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

Approval of Minutes of Last Meeting: The 11/20/2013 minutes were approved after a motion by Loretta and a second by Ray.

Oral Communication Update: Michael shared that he will be sending final reminders to all faculty volunteers. Jen shared that she was happy to see how smoothly the whole assessment was implemented.

Program-Level Assessment: Armen and Margie shared that HWC has submitted a proposal to the Higher Learning Commission to begin working on program-level assessment. As an institution, we need to answer the question of what skills students should have when finishing a program. We must first write program level outcomes, and then we must develop methods of assessing these outcomes. The administration plans to give select faculty special assignments to write outcomes for each program cluster. There will be more information coming soon to all faculty.

Any Other Business:

- *CCSSE:* Margie shared that she and George Calisto attended a how-to workshop on implementing the Community College Survey of Student Engagement. The next step is to form a random sample of 85 to 90 spring classes by January. The actual assessment will take place in April or May, with our committee helping in whatever way we can.
- *Human Diversity Report:* Michael shared the final version of report and asked for edits. The dissemination subcommittee will devote most of their time to it in the spring semester, getting help from our public relations coordinator Nikole Muzzy.

Farewell and Thanks: Michael thanked committee members for their hard work, and the committee thanked Michael for his leadership as committee chair.

Adjournment: Michael adjourned the meeting at 4:00 PM. These 11/20/2013 minutes were approved at the 1/22/2014 meeting after a motion by Allan and a second by Loretta.