



# Assessment Committee

Harold Washington College

## Executive Officers

Carrie Nepstad (Chair)

Jeffrey Swigart (Vice Chair of Gen Ed), Erica McCormack (Vice Chair of Unit Assessment),  
Jen Asimow (Online Learning), Fernando Miranda-Mendoza (Research Analyst), Yev Lapik (Secretary)



## Minutes for 09-05-2018

3:00 PM to 4:00 PM in Room 1046

<p><b>Members Attending:</b></p> <p><i>Jennifer Asimow - Social &amp; Applied Sciences</i>  <i>Aigerim Bizhanova - Biology</i>  <i>Domenico Ferri - Social &amp; Applied Sciences</i>  <i>Todd Heldt - Library</i>  <i>Yev Lapik - Biology</i>  <i>Erica McCormack - Humanities and Music</i>  <i>Fernando Miranda-Mendoza - Math</i>  <i>Carrie Nepstad - Social &amp; Applied Sciences</i>  <i>Allison Place - SAS/ Erikson Institute</i>  <i>David Richardson – Humanities and Music</i>  <i>Amy Rosenquist - English</i>  <i>Camelia Salajejan - Math</i>  <i>Bral Spight - Business</i>  <i>Jeffrey Swigart - Math</i>  <i>Jennifer Vogel - Advising</i>  <i>Paul Wandless - Art and Architecture</i>  <i>Matthew Williams - ELL and WL</i></p> <p><b>Apologies:</b></p>	<p><b>Agenda</b></p> <ul style="list-style-type: none"> <li>● <b>Review of the minutes</b></li> <li>● <b>Welcome</b></li> <li>● <b>Transitions</b></li> <li>● <b>Reflection on FDW and plans for changing the showcase</b></li> <li>● <b>Calendar with snacks!</b></li> <li>● <b>Updates from summer work: Humanities report, Civic Engagement pilot</b></li> <li>● <b>Goals for the year: Online learning, Co-curricular assessment, unit assessment, general education and Civic Engagement</b></li> <li>● <b>Prep for HLC - what do we need?</b></li> </ul>
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- **Intro:** Carrie called the meeting to order 03:04pm
- **Review of minutes:** 05-02-2018 meeting minutes were approved.
- **Welcome:** Carrie welcomed HWCAC members to the new semester.
- **Transitions:**
  - Two of the members, Viggly Alexandersson and Juan Martinez, moved onto other job opportunities.
  - Jen introduced her intern, Allison Place (*Erikson Institute*). Last semester intern and HWCAC member, *Chawntay King*, started teaching for CCC.
  - Carrie will not continue as the HWCAC Chair in the Spring 2019 and nominated Jeffrey Swigart to the position. We will need another person to take over Gen Ed assessment (Vice-Chair).
  - Fernando takes the role of research analyst (for both RA positions).
- **Calendar with snacks:** have been distributed for members to sign up.

- **Updates from summer work:**
  - Humanities report** (Dave) - Almost completed. Interesting positive correlations between student art appreciation attitudes and courses taken at HWC.
  - Civic Engagement pilot** - took place in summer; collected data from over 50 students. After AC execs reviewed the survey last week, Q5 and 7 underwent some editing, Q11 was significantly changed and simplified. Jeff distributed paper copies to the HWCAC members to review at home and bring to the next meeting with editing suggestions and/or corrections. Members discussed whether to include a CE definition at the top of the survey.
- **Reflection on FDW and plans for changing the showcase:**
  - FDW had a poor faculty attendance and there were very few faculty present at the AC department liaisons presentations.
  - Alternative forms of presentations were discussed: podcasts, demonstrations, narrated presentations, posters, etc. It was decided that, individual liaisons can choose the form(s) of presentation, conducive to the departmental forms of communication. Stipulations: inform the HWCAC committee when the presentation is ready and produce an artifact reflective of presentation for archiving purposes.
  - It is important to develop a regular tradition of informing administration about AC work, including pre-scheduled presentations.
- **Goals for the year:**
  - Online learning** (Jen) - is planning to investigate the roots of a small but statistically significant surplus of positive attitudes about learning online in foreign language classes. Also, Jen is exploring assessment capabilities of Brightspace
  - Co-curricular assessment** - As the position of Program-level liaison has been transformed into Co-curricular liaison, Jeff will spearhead data collection on what's been already/ currently done with respect of co-curricular assessment.
  - Unit assessment** - Carrie informed that CD program pilots a district-wide CD assessment using the same assignment with the same rubric.
  - General education (Civic Engagement)** - assessment tool will be finalized within the next 1-2 weeks and ready to be administered.
- **Prep for HLC - what do we need?** Will be discussed at the next meeting.

**Adjournment and Approval of These Minutes:** The meeting adjourned at 4:00 pm.

These minutes were approved by Erika and seconded by Jen.



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Yev Lapik (Secretary)

## Minutes for 09-12-2018

3:00 PM to 4:00 PM in Room 1046

<p><b>Members Attending:</b></p> <p><i>Jennifer Asimow - Social &amp; Applied Sciences</i>  <i>Aigerim Bizhanova - Biology</i>  <i>Domenico Ferri - Social &amp; Applied Sciences</i>  <i>Yev Lapik - Biology</i>  <i>Erica McCormack - Humanities and Music</i>  <i>Fernando Miranda-Mendoza - Math</i>  <i>Carrie Nepstad - Social &amp; Applied Sciences</i>  <i>Allison Place - SAS/ Erikson Institute</i>  <i>Amy Rosenquist - English</i>  <i>Camelia Salajejan - Math</i>  <i>Jeffrey Swigart - Math</i>  <i>Jennifer Vogel - Advising</i>  <i>Paul Wandless - Art and Architecture</i>  <i>Matthew Williams - ELL and WL</i></p> <p><b>Apologies:</b></p>	<p><b>Agenda</b></p> <ul style="list-style-type: none"> <li>● <b>Future meeting agenda</b></li> <li>● <b>Updates from the 09-11-18 Shared Governance meeting</b></li> <li>● <b>HLC prep</b></li> <li>● <b>Review of the minutes</b></li> </ul>
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- **Intro:** Carrie called the meeting to order 03:02pm
- **Meeting agenda for the next two weeks:** the next three meetings (including today's) will be devoted to the HLC prep. At the third meeting (September 26th), Mike Heathfield and Armen Sarrafian will be present.
- **Updates from the 09-11-18 Shared Governance (SG) meeting:** HWC FC president has developed a new process that involves closer interactions among various HWC committees. Committee chairs are now invited to inform the FC president about their activities and happenings as well as to present brief updates during HWC SG meetings. Carrie has presented at the latest SG meeting.
- **HLC prep**
  - **AC meeting with HLC reviewers is scheduled for Monday October 1st from 3:30 to 4:15 pm** (room TBA).

- Jeffrey has extracted the AC-pertaining information from the ***HLC assurance argument document*** and emailed to the HWCAC for closer reading.
    - The links to reference files are not clickable (they are not clickable in the complete document sent by Armen either...) - Jen will follow up to get us the links.
    - By the next AC meeting, the members will read and annotate the AC-related excerpt to discuss during the 09-19-18 meeting.
  - By the next AC meeting, Yev will provide HLC mock session notes taken by Jackie Werner in Spring 2018
  - Carrie will provide 10 most likely questions that AC members can expect.
  - Carrie will look into how to get the Spring 2018 AT file attached to the HWC weekly announcements (for faculty information).
  - HWCAC members should try to prepare the members of their department for the AC-related questions
  - AC-related topics are likely to come up at multiple HLC sessions- we need to ensure that all sessions are well-attended by the HWCAC members.
  - Unit liaisons should be prepared to provide a brief (about 1 min) but specific description of their current work and explain how it further reinforces the information already provided in the ***HLC assurance argument document***.
- **Review of minutes:** 09-05-2018 meeting minutes were approved (pending suggested edits).

**Adjournment and Approval of These Minutes:** The meeting adjourned at 4:00 pm.

These minutes were approved by Amy and seconded by Jen



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Yev Lapik (Secretary)

## Minutes for 09-19-2018

3:00 PM to 4:00 PM in Room 1046

<p><b>Members Attending:</b></p> <p><i>Jennifer Asimow - Social &amp; Applied Sciences</i>  <i>Aigerim Bizhanova - Biology</i>  <i>Domenico Ferri - Social &amp; Applied Sciences</i>  <i>Todd Heldt - Library</i>  <i>Yev Lapik - Biology</i>  <i>Erica McCormack - Humanities and Music</i>  <i>Fernando Miranda-Mendoza - Math</i>  <i>Carrie Nepstad - Social &amp; Applied Sciences</i>  <i>Alison Place - SAS/ Erikson Institute</i>  <i>David Richardson – Humanities and Music</i>  <i>Amy Rosenquist - English</i>  <i>Camelia Salajejan - Math</i>  <i>Bral Spight - Business</i>  <i>Jeffrey Swigart - Math</i>  <i>Loretta Visomirskis – English</i>  <i>Jennifer Vogel - Advising</i>  <i>Paul Wandless - Art and Architecture</i>  <i>Matthew Williams - ELL and WL</i></p> <p><b>Apologies:</b></p>	<p><b>Agenda</b></p> <ul style="list-style-type: none"> <li>● HLC prep</li> <li>● Review of the minutes</li> </ul>
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- **Intro:** Carrie called the meeting to order 03:03pm
- **HLC prep:** Carrie was asking assessment-related questions that can be expected at the HLC session and the committee members discussed the answers.

**Q: What are we doing at the AC?**

**A:** Assessing student learning. Historically, we focused on Gen Ed SLOs and, since the last HLC visit, expanded broader and deeper into assessment units smaller than Gen Ed (unit assessments within individual departments), online assessment and co-curricular assessment.

**Q: What is “assessment unit”? How do you define it?**

**A:** We define “assessment unit” as any unit of study beyond a single section of a course. In our largest assessment unit we assess General Education outcomes, in smaller units we assess outcomes of a series of courses or multiple sections of the same course.

**Q: How do you decide what to assess in these smaller units?**

**A:** AC departmental liaison in consultation with department chair and faculty make that decision, thus, the units of assessment focus vary from department to department (it can be a series of courses or multiple sections of the same course).

**Q: Tell us about your program-level assessment.**

**A:** At HWC we define a program as any unit of study that ends with a certificate or a degree. Program-level assessment is a new direction for us that will need a lot of planning and work and, as we currently envision, it will be developed by program coordinators with support from corresponding AC unit-level liaisons.

**Q: Tell us about your assessment tools and how you create them.**

**A:** In the past, AC tried to use “pre-made” assessment tools and while the quality of questions was good, they were not adapted to the unique nature of our institution (two-year college, urban environment, huge diversity of student body, large number of non-traditional students, etc.). As a result, we developed a more “organic” approach of developing our own tools. The process starts with HWC subject matter experts deciding which Gen Ed SLO(s) to focus on and surveying what students are already doing. For example, for the latest Oral Communication assessment it was decided to assess student learning in courses that already have oral presentations as part of their curriculum and just use a common rubric. For many Gen Ed assessments questions are designed “from scratch,” while for some, they can include a combination of self-designed and pre-existent questions (the latest NatSci assessment). All new assessment tools undergo close examination by the general committee before they are piloted to students. Further edits are introduced after the pilot.

**Q: How do you approach assessment in your online courses?**

**A:** HWC considers “on-line” to be just a different mode of course delivery. HWC courses, regardless of whether they are delivered face-to-face, online or in a hybrid format, all have the same SLOs. Distance-learning students have been included in our Gen Ed assessment efforts for years. A recent development was creation of the HWC AC position of Online Learning Coordinator currently held by Jen Asimow and the first assessment that she created and administered for the online modality was attitudinal assessment of student learning. The OL assessment results allowed to issue a series of specific recommendations on pedagogical improvements in OL courses.

**Q: How do you close the assessment loop?**

**A:** In addition to providing public access to all completed assessment reports on our website, the committee publishes a bi-yearly HWC AC Newsletter that summarizes assessment results and recommendations and allows faculty to share their assessment-based experiences. AC members present their projects and findings at the college-wide faculty development events. The committee designs and displays fliers about the assessment process, results and recommendations.

***Q: Tell us about your co-curricular assessment.***

**A:** Historically, co-curricular area has been entirely under purview of our administration. Since the last HLC review, HWC AC welcomed several non-faculty members (two librarians, an advisor, a director of student services). The newest AC position is the Coordinator of Co-curricular assessment who is currently collecting information on existing co-curricular assessment practices and data.

- **Review of minutes:** 09-12-2018 meeting minutes were approved.

**Adjournment and Approval of These Minutes:** The meeting adjourned at 4:00 pm.

These minutes were approved by Dom and seconded by Jen.



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Yev Lapik (Secretary)

## Minutes for 09-26-2018

3:00 PM to 4:00 PM in Room 1046

<p><b>Members Attending:</b></p> <p><i>Jennifer Asimow - Social &amp; Applied Sciences</i>  <i>Aigerim Bizhanova - Biology</i>  <i>Domenico Ferri - Social &amp; Applied Sciences</i>  <i>Todd Heldt - Library</i>  <i>Yev Lapik - Biology</i>  <i>Erica McCormack - Humanities and Music</i>  <i>Fernando Miranda-Mendoza - Math</i>  <i>Carrie Nepstad - Social &amp; Applied Sciences</i>  <i>Alison Place - SAS/ Erikson Institute</i>  <i>David Richardson – Humanities and Music</i>  <i>Amy Rosenquist - English</i>  <i>Camelia Salajejan - Math</i>  <i>Bral Spight - Business</i>  <i>Jeffrey Swigart - Math</i>  <i>Loretta Visomirskis – English</i>  <i>Jennifer Vogel - Advising</i>  <i>Paul Wandless - Art and Architecture</i>  <i>Matthew Williams - ELL and WL</i></p> <p><b>Honored Guests:</b>          Vincent Wiggins, Michael Heathfield, Armen Sarrafian</p>	<p><b>Agenda</b></p> <ul style="list-style-type: none"> <li>● <b>Review of the minutes</b></li> <li>● <b>HLC prep (Michael, Vincent, Armen)</b></li> <li>● <b>Chair updates</b></li> </ul>
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- **Intro:** Carrie called the meeting to order 3:04pm
- **Review of minutes:** 09-19-2018 meeting minutes were approved.
- **HLC prep:** Michael Heathfield and Vincent Wiggins updated the HWC AC on the current situation with the HLC visit. HLC members are currently studying our assurance document in great detail and have already requested certain documents for additional evidence. The visiting team consists of four members from HLC accredited institutions, some are from community colleges. In preparation for the visit, the visiting team is assisted by a larger compliance team, “feeding” the information and formulating questions based



on the assurance document. The HLC team will be asking specific questions based on the information about HWC they are already familiar with.

- Vincent: all requests for additional evidence that arise during discussions with the HLC team have to be forwarded to Armen.
- AC members (and all faculty) should attend as many open sessions as they can
- Open sessions will be held:

**Monday, October 1st, 2018**

**Open Forum:** Criterion 1 - Mission/Criterion 2 - Integrity: Ethical and Responsible Conduct

**1:30 - 2:15 PM Room 1115**

*HWC AC committee members that are planning to attend this session are: Jennifer Asimow, Yev Lapik, Erica McCormack, Fernando Miranda-Mendoza, Carrie Nepstad, Camelia Salajejan*

**Open Forum:** Criterion 3 - Teaching and Learning: Quality, Resources and Support/Criterion 4: Teaching and Learning: Evaluation and Improvement

**2:30 - 3:15 PM Room 1115**

*HWC AC committee members that are planning to attend this session are: Jennifer Asimow, Domenico Ferri, Yev Lapik, Erica McCormack, Fernando Miranda-Mendoza, Carrie Nepstad, David Richardson*

**Tuesday, October 2, 2018**

**Open Forum:** Criterion 5 - Resources, Planning and Institutional Effectiveness

**10:00 - 10:45 AM Room 1115**

*HWC AC committee members that are planning to attend this session are: Erica McCormack, Yev Lapik, Carrie Nepstad*

- All four members of the HLC visiting team expressed a wish to attend the **AC session**. It will be held:

**Monday, October 1st, 2018**

**3:30 - 4:15 PM Room 1046**

*HWC AC committee members that are planning to attend this session are: Jennifer Asimow, Aigerim Bizhanova, Domenico Ferri, Todd Heldt, Yev Lapik, Erica McCormack, Fernando Miranda-Mendoza, Carrie Nepstad, Alison Place, David Richardson, Amy Rosenquist, Bral Spight, Jeffrey Swigart, Loretta Visomirskis, Paul Wandless, Matthew Williams.*

- In the next couple of days Carrie will send an email to all HWC faculty, briefly reminding and highlighting the AC work and goals.

- **Chair updates:**

- Carrie is planning a meeting with Gabriela Cambiasso, the chair of Curriculum Committee, to discuss opportunities for aligning the efforts of the two key HWC committees.
- At Carries request Angela Guernica, the Director of Student Activities, is compiling the list of all student clubs and organizations at HWC. The list is needed for the CE assessment tool and it's almost ready.

- **Adjournment and Approval of These Minutes:** The meeting adjourned at 4:02 pm.

These minutes were approved by the HWC AC unanimously (with suggested edits)



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Yev Lapik (Secretary)

## Minutes for 10-03-2018

3:00 PM to 4:00 PM in Room 1046

<p><b>Members Attending:</b></p> <p><i>Jennifer Asimow - Social &amp; Applied Sciences</i>  <i>Aigerim Bizhanova - Biology</i>  <i>Domenico Ferri - Social &amp; Applied Sciences</i>  <i>Todd Heldt - Library</i>  <i>Yev Lapik - Biology</i>  <i>Erica McCormack - Humanities and Music</i>  <i>Fernando Miranda-Mendoza - Math</i>  <i>Carrie Nepstad - Social &amp; Applied Sciences</i>  <i>Alison Place - SAS/ Erikson Institute</i>  <i>David Richardson – Humanities and Music</i>  <i>Amy Rosenquist - English</i>  <i>Camelia Salajejan - Math</i>  <i>Bral Spight - Business</i>  <i>Jeffrey Swigart - Math</i>  <i>Paul Wandless - Art and Architecture</i>  <i>Matthew Williams - ELL and WL</i></p> <p><b>Honored Guests:</b></p>	<p><b>Agenda</b></p> <ul style="list-style-type: none"> <li>● <b>Review of the minutes</b></li> <li>● <b>HLC visit debrief</b></li> <li>● <b>AC liaisons updates</b></li> <li>● <b>Chair updates</b></li> </ul>
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- **Intro:** Carrie called the meeting to order at 3:04pm
- **Review of minutes:** 09-26-2018 meeting minutes were approved with suggested edits.
- **HLC visit debrief:** The AC members noted that the AC session and the visit in general went well. The AC session was well attended and multiple members answered questions.  
 Yev shared highlights of HLC debrief presented by Armen at the 10-03-18 HWC Leadership Team Meeting, including the fact that only 50% of faculty syllabi pulled by the HLC team matched corresponding Master syllabi. This fact prompted a discussion about how to ensure uniformity of course SLOs and how to update outdated syllabi and SLOs.  
 Jen shared feedback from the OL HLC session and that our OL learning challenges do not appear to be unique but similar to those in other institutions.

- **AC liaisons updates:**

- **Todd (Library Instruction):** While piloting the “English 102: Boolean Operators” assessment tool Todd noticed that students were confused by the assessment instructions and did not perform well. Preliminary results show that clarifying assessment instructions significantly improved assessment scores.

Also, Todd discovered that the second library instruction assessment tool on keywords did not match the SLOs of the library course.

- **Paul (Art: Ceramics):** Paul brought vessels from the Spring 2018 Art 196 Beginning Ceramics assessment to the meeting and demonstrated how the rubric was applied the thrown cylinders.

Paul is hoping the ceramics assessment pilot data will show instructors how students are meeting the expectations of throwing a cylinder on the potter’s wheel. The assessment was done in just one section in the Spring, but will be in all 4 section this Fall. Another goal of assessing Art 196 is to see how well the wheel-throwing skills carry into Art 197, which is the next level ceramics course.



- **Chair updates:**

- Carrie met with the chair of the HWC Curriculum Committee Gabriela Cambiasso in an attempt to align the work of our two committees. At this point, committees are pressed to find the avenues for collaboration but will continue to explore the options. Gabriela is planning to attend the next AC meeting.
- Angela Guernica, the Director of Student Activities, finished compiling the list of all student clubs and organizations at HWC and made it available for the AC to use in our CE assessment coming up next week.

- **Adjournment and Approval of These Minutes:** The meeting adjourned at 4:02 pm.

These minutes were approved by the committee unanimously.



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Yev Lapik (Secretary)



## Minutes for 10-10-2018

3:00 PM to 4:00 PM in Room 1046

<p><b>Members Attending:</b></p> <p><i>Jennifer Asimow - Social &amp; Applied Sciences</i>  <i>Aigerim Bizhanova - Biology</i>  <i>Domenico Ferri - Social &amp; Applied Sciences</i>  <i>Todd Heldt - Library</i>  <i>Yev Lapik - Biology</i>  <i>Erica McCormack - Humanities and Music</i>  <i>Fernando Miranda-Mendoza - Math</i>  <i>Carrie Nepstad - Social &amp; Applied Sciences</i>  <i>Amy Rosenquist - English</i>  <i>Camelia Salajejan - Math</i>  <i>Bral Spight - Business</i>  <i>Jeffrey Swigart - Math</i>  <i>Paul Wandless - Art and Architecture</i>  <i>Matthew Williams - ELL and WL</i></p> <p><b>Honored Guests:</b></p> <p><i>Gabriela Cambiasso -HWC Curriculum Committee Chair</i></p>	<p><b>Agenda</b></p> <ul style="list-style-type: none"> <li>● <b>Civic Engagement updates</b></li> <li>● <b>Liaison updates</b></li> </ul>
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- **Intro:** Jeff called the meeting to order at 3:04 pm
- **Review of minutes:** 10-03-2018 meeting minutes were approved.
- **Civic Engagement (CE) updates:** The AC reviewed the latest draft of the Civic Engagement Assessment (Document Version), offered suggestions and edits. The discussion included the following topics:
  - Acknowledging that not all students are eligible to vote (e.g. international, underaged, undocumented)
  - 4-point vs. 5-point Likert scale
  - Accounting for CE experiences of students that took classes outside of HWC or CCC
  - Ensuring that the question language is not confusing for OL students

- **Unit Assessment Liaison updates:**

- **Aigerim (Biology):** The focus of the project is Bio 121 course (introductory biology for Majors). A pilot 20-multiple choice question assessment tool has been created in Spring 2018 and piloted as post-assessment in five sections of the course, collecting data from over 90 students. The HWC Biology department Assessment Committee spent 8 hours during the Fall 2018 registration week discussing the results of the pilot and modifying the tool for the fall semester. In Fall 2018 the updated tool has been administered as a pre-assessment during the first week of classes with all 10 sections of the Bio 121 course participating. The same tool is planned to be administered at the end of the semester as a post-assessment.
- **Amy (English):** The focus of the project is the English 102 course. Students who are still attending are assessed after the student-initiated withdrawal date has passed and are asked about the reasons behind their decision in persevering in the course, as well as perceived course challenges and helpful factors. The project presents a challenge in recruiting faculty for participation; alternatives were discussed (e.g. direct recruitment of students via email containing the tool link).
- **Bral (Business):** The department continues using the tool developed over the last two semesters and administered as a pre-assessment taken early in a business student's tenure, followed by a separate later post-assessment effort after students take three other classes. In the past, the tool was administered directly to students via BlackBoard survey, this semester Bral had to rely on instructors for survey distribution which was more challenging. Another project involves modifying the attitudinal survey (adapted from the OL survey developed by Jen Azimow) conducted as part of a larger school effort. A ~20% change in tool wording (for clarification purposes) appears to lead to improvements in student scores, but one has to be careful in comparing semester-to-semester results from non-identical surveys.
- **Matthew (ELL and WL):** The main project this semester is continuation of the assessment focused on a sequence of ESL Speech courses (ESL Speech 98, 99, and 100) focused on assessing student end-of-the-semester skills in doing introductions in their speeches. Data from the last semester are being analyzed (using a common rubric and norming sessions). Speeches have been recorded and posted online so that raters could view and assess them.
- **Camelia (Math):** Administered a previous Math 118 assessment tool. To ensure participation, Camelia personally reached out to Math 118 HWC adjunct and online instructors. Over a 100 responses were obtained by week 3. It appears that slight edits in the tool lead to improvement of student scores. Working on closing the loop recommendations this semester. Planning to develop a BrightSpace shell for Math 118 course. (This shell will contain the syllabus and a variety of assessments for Math 118 that any instructor teaching the course could choose to utilize in the spring of 2019.)

- **Adjournment and Approval of These Minutes:** The meeting adjourned at 4:05 pm.

These minutes were approved by Erica and seconded by Amy.