



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), Paul Wandless (Program Assessment),

Sarah Kakumanu (Research Analyst), Fernando Miranda-Mendoza (Research Analyst), Phillip Vargas (Research Analyst),
Yev Lapik (Secretary)

Minutes for 05-02-2018

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

<p>Members Attending:</p> <p><i>Viggy-Christina Alexandersson - English</i> <i>Jennifer Asimow - Social & Applied Sciences</i> <i>Shana Cooper - English</i> <i>Domenico Ferri - Social & Applied Sciences</i> <i>Todd Heldt - Library</i> <i>Shawntay King - SAS/ Erikson Institute</i> <i>Yev Lapik - Biology</i> <i>Erica McCormack - Humanities and Music</i> <i>Fernando Miranda-Mendoza - Math</i> <i>Carrie Nepstad - Social & Applied Sciences</i> <i>David Richardson – Humanities and Music</i> <i>Amy Rosenquist - English</i> <i>Camelia Salajejan - Math</i> <i>Bral Spight - Business/CIS</i> <i>Jeffrey Swigart - Math</i> <i>Phillip Vargas - Physical Science</i> <i>Jennifer Vogel - Advising</i> <i>Paul Wandless - Art and Architecture</i> <i>Jacquelyn Werner – Academic Support Services</i> <i>Matthew Williams - ELL and WL</i> <i>Allan Wilson – Physical Science</i></p> <p>Apologies: <i>Aigerim Bizhanova - Biology</i> <i>Ray Tse – Physical Science</i></p>	<p>Agenda</p> <ul style="list-style-type: none"> ● Apologies for absence ● Review of the minutes ● Reflection on mock HLC assessment session
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Intro: Carrie called the meeting to order at 03:01 pm.

Apologies: Aigerim Bizhanova and Ray Tse sent apologies for their absence.

Review of minutes: 04-25-2018 AC meeting minutes were approved.

Reflection on mock HLC assessment session

The mock HLC session on assessment received glowing reviews from the mock accreditors who used the term “exalt” and the phrase “highlight of the HWC visit” to describe it. They commented on the strong faculty-driven assessment culture and assessment-driven decision-making process at HWC.

The HWC AC members present at the session praised Carrie for her in-depth answers and her preparedness for the meeting. It’s been suggested that in the future more questions can be delegated to other execs to present more balanced participation.

The questions regarding co-curricular assessment and program-level assessment came up during the mock session. It’s been reiterated that co-curricular assessment is currently outside the scope of the HWCAC charge. Also, the current view of the committee is that the presently existing HWCAC position of Program-Level Coordinator will be transformed into the position of Co-Curricular Coordinator. The Co-Curricular Coordinator will serve in advising role to specific HWC co-curricular departments (e.g., tutoring, advising, etc.) to design and drive their own assessment. Because HWCAC considers a program to be a unit of assessment, UL-AL will serve as a source of information and advice for the program-level assessments (if any) at their specific departments.

AC members who attended other mock sessions informed the committee that the topic of assessment came up at several other mock sessions, which indicates a need for the HWCAC members to be present at a variety of HLC sessions to ensure accurate answers. It’s been noted that faculty needs to have a better understanding of assessment of student learning and to clearly distinguish it from course metrics (e.g., retention rates).

- A possibility of a HLC prep session on assessment during August 2018 FDW has been discussed.
- In early Fall 2018 (perhaps at the first department meetings of the semester) UL-AL should remind their faculty the key assessment-related things to keep in mind for the HLC visit.

Jen stated that there are many right answers on how to design and conduct assessment processes at any institution (and the HLC is not expecting us to answer in one particular way). What we have works for us. For example, the fact that each UL-AL has the freedom to explore assessment targets within the range of their pedagogical and departmental interests and choose how to assess them reinforces the faculty-driven nature of assessment at our institution.

Other:

This is the last HWCAC meeting of the Spring 2018 semester. The new AC charge will be available for edits until 11:59 pm Sun., May 6. The HWCAC members voted unanimously to allow the HWCAC execs to approve the charge during their last meeting of the semester (Wed., May 9, 2018).

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

These minutes were approved by Jen A. and seconded by Carrie.

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Yev Lapik (Secretary)

Minutes for 01/24/2018 (Approved)

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

<p>Members Attending:</p> <p>Jen Asimow - Social & Applied Sciences Aigerim Bizhanova - Biology Todd Heldt - Library Domenico Ferri - Social & Applied Sciences Katelin Karlin - Library Shawntay King - Soc & Ap Sciences/Erikson Institute Yev Lapik - Biology Erica McCormack - Humanities and Music Fernando Miranda-Mendoza - Math Carrie Nepstad - Social & Applied Sciences David Richardson - Humanities Amy Rosenquist - English Camelia Salajejan - Math Bara Sarraj - Biology Bral Spight - Business Jeff Swigart - Math Ray Tse - Physical Science Loretta Visomirskis - English Jennifer Vogel - Advising Paul Wandless - Art & Architecture Jacquelyn Werner - Academic Support Services Matthew Williams - WL ELL Allan Wilson - Physical Science</p> <p>Apologies from: Phil Vargas, Sarah Kakumanu</p>	<p>Agenda:</p> <ol style="list-style-type: none">1. Agenda2. Apologies3. Introductions4. Reflection on the TLC Lite day5. Review of the working calendar6. Subcommittees7. New business
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Intro:

Carrie called the meeting to order at 3:04pm.

Apologies:

Phil Vargas and Sarah Kakumanu sent apologies for their absence.

Introductions:

Attending members introduced themselves and stated their roles on the AC.



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Yev Lapik (Secretary)

Minutes for 01/31/2018

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

<p>Members Attending:</p> <p>Jen Asimow - Social & Applied Sciences Aigerim Bizhanova - Biology Domenico Ferri - Social & Applied Sciences Todd Heldt - Library Katelin Karlin - Library Yev Lapik - Biology Fernando Miranda-Mendoza - Math David Richardson - Humanities Amy Rosenquist - English Camelia Salajejan - Math Bral Spight - Business Jeff Swigart - Math Ray Tse - Physical Science Phil Vargas - Physical Science Loretta Visomirskis - English Jennifer Vogel - Advising Jacquelyn Werner - Academic Support Services Matthew Williams - WL ELL Allan Wilson - Physical Science</p> <p>Apologies from: Paul Wandless, Erica McCormack and Carrie Nepstad</p>	<p>Agenda:</p> <ol style="list-style-type: none"> 1. Apologies for absence 2. Review of minutes 3. Presentation of sabbatical project 4. Updates 5. Sub-committee work
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Intro:

Jeff called the meeting to order at 3:04pm.

Apologies:

Paul Wandless, Erica McCormack and Carrie Nepstad sent apologies for their absence.

Review of minutes,

01-24-18 AC meeting minutes are approved.

Presentation of sabbatical project

Yev presented an overview of her assessment project report about a multi-section assessment strategy and assessment tools for the Biology 121 class.

Updates

- Online Learning (Jen):
 - The assessment of online Child Development courses is complete. The data has come in and Jen is ready to write the report.
 - The data analysis for the online English 102 assessment pilot will be ready at the end of the week.

- Phil reported that he, Carrie and Jen will be speaking at the Illinois Community College Assessment Fair on February 23rd in Joliet. They will be presenting the online learning survey from the college and from the Child Development program.

Sub-committee work:

Document Review (Dave, Katelin, Matthew, Yev)

Discussed the purpose of the charge and what the charge should be.

Will review the first paragraph of the charge for the next sub-committee meeting.

Communications (Jen, Jennifer, Phil)

Discussion focused on the Informational Literacy and Natural Sciences assessments (the report copies will be brought to the next sub-committee meeting by Phil and Jen, respectively). The need for development of interdisciplinary assessment data language and extrapolation of discipline-specific results to other programs and general teaching & learning have been discussed.

Civic Engagement (Amy, Domenico, Todd, Jackie)

Concentrated on the sub-committees' Spring 2018 goal of reviewing and refining the SLOs. The list of the SLOs will be sent out electronically to all sub-committee members to be reviewed and revised at the next sub-committee meeting.

QR Assessment Grading (Allan, Amy, Loretta, Camelia, Fernando, Ray, Aigerim, Bral)

Discussed a plan for grading the QR data by looking at data samples, creating a rubric, norming the rubric, and then beginning to grade.

Adjournment and Approval of These Minutes: The meeting adjourned at 4:03pm.

These minutes were approved by Jen and seconded by Todd.



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Yev Lapik (Secretary)

Minutes for 02/07/2018

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

<p>Members Attending:</p> <p>Jen Asimow - Social & Applied Sciences Aigerim Bizhanova - Biology Domenico Ferri - Social & Applied Sciences Todd Heldt - Library Shawntay King - S&A Sciences/Erikson Institute Yev Lapik - Biology Erica McCormack - Humanities and Music Fernando Miranda-Mendoza - Math Amy Rosenquist - English Camelia Salajejan - Math Bral Spight - Business Jeff Swigart - Math Ray Tse - Physical Science Loretta Visomirskis - English Jennifer Vogel - Advising Matthew Williams - WL ELL Allan Wilson - Physical Science Paul Wandless - Art & Architecture</p> <p>Honored Guests: Ewa Bejnarowicz - IT, Viggy Alexandersson - English</p> <p>Apologies:</p>	<p>Agenda</p> <ul style="list-style-type: none"> ● Apologies for absence ● Review of the minutes ● Updates from the Chair ● Brief presentation: Engaging faculty in the assessment process, Carrie ● Other business ● Subcommittee work
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Intro:

Carrie called the meeting to order at 3:02pm.

Apologies: None

Review of minutes,

01-31-18 AC meeting minutes are approved.

Updates from the Chair

- The latest HWC Department Chairs meeting had an agenda focused on Educational Programs and it will be the topic of an ongoing conversation at the meetings. It is very important to discuss how students are/will be informed of the available programs, and how to distinguish program from concentration.
Phil noted that for the purposes of the meeting, “a group of classes” were considered to be a “Program” (unlike the ICCB definition where taking a group of classes have to result in a degree or a certificate).
- The latest TLC group meeting revealed a possibility that April 20th date might change to April 27th; the call for proposals comes out on Mon (Feb 12). Carrie will use the compilation of the HWCAC recommendations to select faculty proposals.
- FDW for August 2018 is proposed to have a theme. Carrie’s suggestion for FDW, is to focus on civic engagement and information literacy. This was well-received.

Other business

Jen and Carrie shared their experiences regarding their formal presentation about CD Program at the latest Board meeting. The presentation received warm support.

Brief presentation: Engaging faculty in the assessment process (Carrie)

- Faculty engagement is important for the HWCAC mission and most directly applicable to the work of the Unit-Level Assessment Liaisons.
- HWC has a culture of assessment in the form of the institutional buy-in but has a low level of faculty involvement (outside of the AC).
- It is particularly difficult to involve faculty who are new to the HWCAC practices and policies, thus, it helps to start a discussion with what faculty is already doing assessment-wise.
- In terms of assessment projects, “start small.”
- Feedback from the ASSESS listserv regarding experiences outside of CCC with faculty engagement in assessment:
 - have liaison-type programs
 - ensure allocations in administrative budget
 - conduct assessment events
 - collect and analyze faculty opinions to find the reasons behind “foot-dragging” (do not assume in advance).

Carries' presentation quickly transformed into a discussion that touched on the following key points:

- AC tools and practices can be adapted to the department and program-level assessment: for example, a small version of the HWC Online Learning survey from Spring 2017 was used to assess online CD program students and revealed 5 statistically significant differences in answers compared to the general OL student survey.

- Schedule-wise, it is difficult to have the whole department on board with unit-level assessment and conducting a lot of one-on-one meetings can be time-prohibitive.
 - It is sufficient to start with a small group that is representative of the department.
 - Unit-level communication within the group can be mostly electronic.
 - U-L Liaison have to be easily accessible to faculty to share their assessment tools, etc. (via email, mailbox, etc.)
 - TLC day/ Registration week can be used to create a built-in time for faculty to discuss assessment at the level of individual departments and programs.

- When introducing assessment at the department level it can be beneficial:
 - To model what we do in a bigger committee, e.g.
 - have deliverables,
 - start with SLO discussion, narrow down the “1000 deaths” SLOs,
 - share the findings (it can attract more faculty),
 - convey the value and mission of assessment to general faculty (assessment is not evaluation of teaching performance, assessment has emphasis on student learning and SLOs).
 - To explain the key assessment terminology.
 - To emphasize that learning is non-linear and that assessment can also provide valuable contextualized information about learning.
 - To appeal to the discipline-specific interests of the department faculty and students.
 - To convey the importance for the assessment to be faculty-driven.

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

These minutes were approved by Amy and seconded by Loretta.





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Yev Lapik (Secretary)

Minutes for 02/14/2018

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

<p>Members Attending:</p> <p>Viggy-Christina Alexandersson - English Jen Asimow - Social & Applied Sciences Aigerim Bizhanova - Biology Domenico Ferri - Social & Applied Sciences Todd Heldt - Library Sarah Kakumanu - Math Katelin Karlin - Library Shawntay King - S&A Sciences/Erikson Institute Yev Lapik - Biology Erica McCormack - Humanities and Music Fernando Miranda-Mendoza - Math Carrie Nepstad - Applied Science David Richardson - Humanities and Music Amy Rosenquist - English Camelia Salajejan - Math Jeff Swigart - Math Ray Tse - Physical Science Phillip Vargas - Physical Science Loretta Visomirskis - English Jennifer Vogel - Advising Paul Wandless - Art & Architecture Jacquelyn Werner – Academic Support Services Matthew Williams - WL ELL Allan Wilson - Physical Science</p> <p>Apologies: Bral Spight - Business Bara Sarraj - Biology</p>	<p>Agenda</p> <ul style="list-style-type: none"> ● Apologies for absence ● Review of the minutes ● Vote on Natural Sciences Report ● Brief notes from AC Chair ● Liaison updates (part I) ● Subcommittee work
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Intro: Carrie called the meeting to order at 3:04pm

Apologies: Bral Spight and Bara Sarraj sent sent apologies for their absence.

Review of minutes: 02-07-18 AC meeting minutes are approved.

Brief notes from AC Chair:

Carrie has been working closely with CAST to prepare for the April TLC event.

- TLC event is moved to April 13 (per Armens' email)
- TLC call for proposal email will come out tomorrow together with HWCAC recommendations to faculty

Liaison updates (part I):

Todd Heldt - Library Liaison: Library department experiences a good “buy-in” from the department. This semester they are assessing student understanding of authority (e.g. trustworthy sources), which corresponds to one of the Library departmental SLOs. Currently the work is focused on developing the tool which is expected to contain multiple-choice portion and a short-answer portion, the latter will require a rubric.

Paul Wandless - Art & Architecture: Paul is working on the AFA Studio Art degree assessment for Art 131 Beginning Drawing and Art 144 2D Design (a foundation class). Art 144 and Art 131 are sequential, but do not serve as prerequisites for each other. Assessment targets student skills not creativity. Paul is currently in the process of communicating with instructors to distribute assessment-based recommendations and develop new ones. A pilot assessment for Art 196 Ceramics I will run this semester in 2 sections. Art 197 Ceramics II course will be assessed in the Fall 2018 (to follow up on the same skills). Student art work used for these assessments will be documented by photographing.

David Richardson – Humanities and Music: Dave has two earlier assessment projects (Philosophy and Music Performance) at the data analysis stage. Four “stacked” music classes were assessed; development of a useful rubric took a lot of time and effort: currently the 4th version of the rubric is used for assessment.

Subcommittee work

Document Review (Dave, Katelin, Matthew, Paul, Yev):

Working on the HWCAC brief mission statement linked to the HWC mission. Dave will draft and email the members an outline of the updated AC charge structure (a working title “Super-Charge”).

Communications (Jen, Jennifer V, Shawntay, Phil, Erica):

Planning to gain electronic access to all HWCAC records. Members of the sub-committee will focus on their assigned disciplines:

Online Learning, Information Literacy, Oral Communication: Jennifer, Shawntay

Human Diversity: Jennifer V

Effective Writing, Humanities: Erica

QR, Natural Sciences: Phil

Civic Engagement (Amy, Domenico, Jackie, Viggie, Carrie):

Revised first and second SLOs. Will work on the revision of SLOs three, four and five next week. Planning to have a draft of all SLOs and begin developing the tool during weeks 6 and seven.

QR Assessment Grading (Allan, Loretta, Camelia, Fernando, Ray, Aigerim, Sarah K):

Developing the rubric for QR qualitative questions.

Vote on Natural Sciences Report:

The latest Natural Sciences Report was approved by the HWCAC unanimously.

Adjournment and Approval of These Minutes: The meeting adjourned at 4:04pm.

These minutes were approved by Phil and seconded by Allan.