



Assessment Committee

Harold Washington College

Executive Officers

Jeffrey Swigart (Chair)

Carrie Nepstad (Vice Chair of Gen Ed),

Michael Heathfield (Vice Chair of Co-curricular Assessment),

Erica McCormack (Vice Chair of Unit Assessment),

Fernando Miranda-Mendoza (Research Analyst), Yev Lapik (Secretary and Online Learning)



Minutes for 05/01/2019

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

Members Attending:

Kristin Bivens - English, Speech and Theater
Domenico Ferri - Social & Applied Sciences
Michael Heathfield - Social & Applied Sciences
Todd Heldt - Library
Yev Lapik - Biology
Erica McCormack - Humanities and Music
Bridgette Mahan - Business
Fernando Miranda-Mendoza - Math
Carrie Nepstad - Social & Applied Sciences
David Richardson - Humanities and Music
Camelia Salajejan - Math
Jeffrey Swigart - Math
Loretta Visomirskis - English, Speech and Theater
Jennifer Vogel - Advising
Paul Wandless - Art and Architecture
Matthew Williams - WL/ELL
Allan Wilson - Physical Science

Honored Guests:

Alisa Allkins - English, Speech and Theater

Apologies:

Amy Rosenquist - English, Speech and Theater

Agenda

- **Jeff: Updates**
- **GenEd - Humanities**
- **Assessment Times**

- Jeff called the meeting to order at 3:06 pm
- **Review of minutes:** 04-24-2019 meeting minutes were approved
- **Jeff: Updates**
 Research analyst position required an urgent update (by Vincent's request) to justify release, AC execs edited the description document to clarify that there's a need for a specialized data analysis beyond the scope of the institutional research analyst. Will review and approve via email on at the AC execs meeting 5-8-19
- **GenEd - Humanities**
 Dave created four versions of the report:
 1. One-page summary
 2. Eleven-page short version
 3. Medium version
 4. Long version

- In the future, AC should consider writing abstracts of the reports
- AC discussed which version(s) should be available on the AC website and decided that AC execs will read all versions and come up with a decision at the 5-8-19 meeting. In any case, all versions will be archived...
- AC members focused on discussing the One-page summary and the Short version with regards of phrasing and framing the results and recommendations
 - Historically, AC was always very open about the data (no soft-pedaling)
 - We should focus on what we want to say in the report and not on how it looks
 - Based on data obtained, students performed poorly on the outcomes we were assessing - but there are huge caveats in the design and administering of the tool that potentially invalidate the data...

- Consistently huge method and sample difficulties with GenEd assessments
- Come up with a different approach towards GenEd assessment?
- The AC experience with GenEd assessments suggests that we should pause, discuss and strategize before moving on
- Unit-level assessments work well!

- **Adjournment and Approval of These Minutes:** The meeting adjourned at 4:03 pm
These minutes were approved.



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Minutes for 01/23/2019

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

<p>Members Attending: <i>Aigerim Bijelic - Biology</i> <i>Kristin Bivens - English, Speech and Theater</i> <i>Domenico Ferri - Social & Applied Sciences</i> <i>Michael Heathfield - Social & Applied Sciences</i> <i>Todd Heldt - Library</i> <i>Yev Lapik - Biology</i> <i>Erica McCormack - Humanities and Music</i> <i>Bridgette Mahan - Business</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, Speech and Theater</i> <i>Camelia Salajejan - Math</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> <i>Allan Wilson - Physical Science</i></p> <p>Apologies: Ray Tse - <i>Physical Science</i></p>	<p>Agenda</p> <ul style="list-style-type: none"> ● Intro from Jeff ● HLC update ● Bio Department presentation update ● Leadership Council Updates ● Proposals for Assessment Fair ● Carrie's Brightspace Meeting ● Review semester calendar ● Assessment Times Update ● Review of charge ● Approve minutes
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- Jeff called the meeting to order at 3:03 pm
- Introductions of new members and self-introductions
- **Statement of intent** (Jeff) - would like AC to try to use more technology (multimedia, videos, podcasts, etc.)
- **HLC Update** (Michael): announced recent HLC approval; all Criteria components were met; no changes required; no criticism offered (just suggestions); the full report will be available soon.
- **Bio Department assessment updates** (Yev) - Aigerim's Assessment Liaison presentation at the Department meeting went well, it was very helpful to have a prep meeting during Spring 2019 Registration week attended by several AC members (Erica McCormack, Fernando Miranda-Mendoza, Carrie Nepstad, Allan Wilson, Phil Vargas, Aigerim Bijelic, Yev Lapik)
- **Leadership council updates** (Yev):
 - CCC considering membership at EAB (Educational Advisory Board), a consulting company that owns Grades First and offers various data gathering services

- President Lopez would like HWC to become an evidence-based institution
- HWC is planning to release previously “frozen” positions of Director of Enrollment, Recruiter, and a few others starting March 2019.
- Ongoing search to fill the positions of Director of Financial Aid and VP
 - VP ad received about 30 qualified applications - phone screening by HR will start soon
 - Per President Lopez: the VP search committee will have 10-12 people including students, faculty, staff and administration.
 - * Carrie emphasized the importance of having search committee members who are well-versed in assessment.
 - * **Jeff will contact HWC Faculty Council to inquire about a possibility of AC representative on the VP search committee.**
- **Proposals for Assessment Fair** <https://theassessmentgroup.weebly.com/illinois-annual-assessment-fair.html>
 - AC members discussed potential presentation at the event but decided, due to a possibility of a strike at the time of the event, not to send HWC representatives to the fair.
- **BrightSpace assessment training** (Carrie): It was a district-wide event geared towards CD faculty who are about to embark on a unified assessment project. BrightSpace has lots of tools to offer SLO-centered surveys and pull data across sections; it requires special access clearance.
 - Carrie will be able to train HWC AC members in the future.
 - Carrie expressed a concern about assessment data protection if BrightSpace is used and the need to continue putting an emphasis on faculty-driven nature of assessment process. “We need to continue building protective buffers around assessment data.”
 - IRB is only one side of this data protection process.
 - Kristin pointed out the need to protect other course-, instructor- and student-specific virtual data in BrightSpace and treat them with the same respect as hard data.
 - Jeff: Google docs - we are in control of data, Brightspace might have more assessment capabilities but we’ll have less control.
 - AC will continue discussion of this topic
- **Review semester calendar** <https://docs.google.com/document/d/1WRSRAPCvvnZ5S4Mx8TCp1MuqD4WA1NjRDHphC1iUWA/edit?usp=sharing>
 - UL-Assessment Liaisons will do only one AC meeting update/presentation this semester
- **Assessment Times Update:** UL-Assessment Liaisons will not have to write for Spring 2019 issue of AT (other AC members with release time will have to contribute), instead they will focus on writing 2018/19 report.
- **Review of the AC charge:** the AC will work on in Google Docs -request access from Jeff
- **CE assessment data:** Carrie will need AC members for qualitative analysis for CE asst (sub-committee)
- **Reminder:** a potential AC discussion topic from Jeff <https://teachinginhighered.com/podcast/21st-century-learning-objectives/>
- **Review of minutes:** 12-05-2018 meeting minutes were approved
- **Adjournment and Approval of These Minutes:** The meeting adjourned at 3:59pm.
 - These minutes were approved by Erica and seconded by Michael followed by a unanimous vote from the AC members in attendance.



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Minutes for 02/06/2019

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

<p>Members Attending:</p> <p><i>Aigerim Bijelic - Biology</i> <i>Kristin Bivens - English, Speech and Theater</i> <i>Domenico Ferri - Social & Applied Sciences</i> <i>Michael Heathfield - Social & Applied Sciences</i> <i>Todd Heldt - Library</i> <i>Yev Lapik - Biology</i> <i>Erica McCormack - Humanities and Music</i> <i>Bridgette Mahan - Business</i> <i>Fernando Miranda-Mendoza - Math</i> <i>David Richardson – Humanities and Music</i> <i>Amy Rosenquist - English, Speech and Theater</i> <i>Camelia Salajejan - Math</i> <i>Jennifer Vogel - Advising</i> <i>Jeffrey Swigart - Math</i> <i>Matthew Williams - ELL and WL</i> <i>Loretta Visomirskis - English</i> <i>Paul Wandless - Art and Architecture</i> <i>Allan Wilson - Physical Science</i></p> <p>Apologies:</p> <p><i>Carrie Nepstad - Social & Applied Sciences</i> <i>Ray Tse - Physical Science</i></p>	<p>Agenda</p> <ul style="list-style-type: none"> ● Updates from VC Unit Assessment ● Updates from Coordinator of Co-Curricular ● Updates from Coordinator of Online ● Proposals for IUPUI ● Old and New business
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- Jeff called the meeting to order at 3:03 pm
- Carrie is in DC, attending NAEYC meeting
- **Review of minutes:** 01-23-2019 meeting minutes were approved (Note: there was no meeting 01-30-2019 due to a Snow Day!)
- **Updates from VC Unit Assessment** (Erica): UL-ALs are currently working on finalizing the semester calendars. UL presentations will be spread over three AC meetings and will start in a week or two. ***UL-ALs, let Erica know your preference for the three meeting dates, if any.***
- **Updates from Coordinator of Co-Curricular Assessment** (Michael): AC members discussed and clarified their understanding of the concept of “co-curricular assessment” as the assessment of student learning outside of a

typical classroom curriculum (various entities under the umbrella of Student Affairs, including advising, tutoring, student organizations and others). Co-curricular SLOs will have to be articulated (e.g. leadership skills, career knowledge, research skills, etc.)

- Michael has started looking into common practices in other institutions
- Results of the recently administered pilot of Noel-Levitz Student Satisfaction survey may offer a useful starting point
- **Updates from Coordinator of OL Assessment** (Yev - filling in during Jen's sabbatical):
 - The initial plan for the semester was to dive in analysing the WL OL survey results (OL Spanish and French) from Fall 2018 (Jen), however the survey produced only 12 replies. Considering re-administering the survey at the end of Spring 2019 semester to collect more data.
 - Yev is currently reading up on various aspects of OL delivery mode research to distinguish it from assessment
 - Another possible direction for this semester is to research existing literature on the recommendations produced by the results of the HWC OL survey (administered in 2016) and see whether they agree with the published research results
- **Proposals for IUPUI**
 - **IUPUI** deadline in March 8th for October 13-15, 2019 meeting
 - Carrie might propose GenEd CE-based presentation
 - Domenico is considering presenting the UL-AL CE data.
 - More information at: <http://www.assessmentinstitute.iupui.edu>
- **Old and New business**
 - **HWC AC Semester Calendar** is still being updated
 - **HWC AC Charge** still needs to be updated to reflect the changes in UL-ALs' contribution to Spring AT issue
 - **Spring 2019 AT** - since UL-ALs' are not contributing to the Spring issue, other AC members should start thinking about their pieces
 - **Start thinking about content for a** video for the HWC AC web page - sound bites for a broader audience and new HWC hires about assessment
- **Adjournment and Approval of These Minutes:** The meeting adjourned at 3:57pm.
These minutes were approved by Loretta, seconded by Domenico and followed by a unanimous vote of the attending AC members.



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Minutes for 02/13/2019

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

<p>Members Attending:</p> <p><i>Aigerim Bijelic - Biology</i> <i>Kristin Bivens - English, Speech and Theater</i> <i>Domenico Ferri - Social & Applied Sciences</i> <i>Michael Heathfield - Social & Applied Sciences</i> <i>Todd Heldt - Library</i> <i>Yev Lapik - Biology</i> <i>Erica McCormack - Humanities and Music</i> <i>Carrie Nepstad - Social & Applied Sciences</i> <i>Bridgette Mahan - Business</i> <i>Fernando Miranda-Mendoza - Math</i> <i>Camelia Salajeau - Math</i> <i>Jennifer Vogel - Advising</i> <i>Jeffrey Swigart - Math</i> <i>Matthew Williams - ELL and WL</i> <i>Loretta Visomirskis - English</i> <i>Paul Wandless - Art and Architecture</i> <i>Allan Wilson - Physical Science</i></p> <p>Apologies:</p> <p><i>Amy Rosenquist - English, Speech and Theater</i> <i>Ray Tse - Physical Science</i></p>	<p>Agenda</p> <ul style="list-style-type: none"> ● Updates from VC Gen Ed, Including Review of Master Calendar ● Liaison updates (part 1)
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- Jeff called the meeting to order at 3:05 pm
- **Review of minutes:** 02-06-2019 meeting minutes were approved
- **HWC AC Semester Calendar** - Jeff shared with all AC members via Google Docs
- **Updates from VC Gen Ed (Carrie):**
 - slightly over a 1000 responses
 - Carrie is focusing on the open-ended questions to understand student experiences and to identify the themes with an idea of coding them (e.g. experiences at HWC that promoted your CE). There are some emerging trends: a good number of “none” or “n/a”, CE related to specific courses (e.g., required presentations), as well as active and passive CE outside of classrooms. Campus vs. classroom comparison - can give ideas about co-curricular assessment.
 - Carrie would like to narrow down preliminary findings ASAP
 - AC should think about recommendations on what “big” questions should be targeted by Fernando, since assessment data analysis - works best when it targets specific pieces of information
- **Liaison updates (part 1)**
 - **Biology (Aigerim)**
Spring 2018: designed a pilot assessment tool focused on several SLOs encompassing 20 core concepts

agreed upon by HWC Bio faculty and administered in two sections of Bio 121 (Intro Bio for majors)

Fall 2018: BioAC discussed results, edited tools and administered as a pre- and post- assessment in all 10 sections of the course (260 respondents)

Fernando finished analysis of pre-test - BioAC discussed results, focusing on misconceptions (35-40% students answered incorrectly) and issued a list of preliminary recommendations - mostly to introduce the concepts earlier in the semester and build upon later. Recommendations were shared with all Bio faculty and received positive feedback from instructors.

Aigerim sought HWCAC advice on cut off % and got a variety of recommendations:

Carrie: Department faculty should make that decision

Paul: the art department was able to get a better picture of benchmarks after their 2nd pilot

Kristin: should consider how it relates to higher level classes in the same sequence - pick most impactful SLOs that continue to higher level courses.

A feasibility of a unified intro bio exit exam has been discussed

o **English (Kristin)**

Planning to look at student learning via a prism of curriculum alignment of the newly re-designed English 96 (portfolios) with English 101 (exit exams), and English 102 (research paper). The existing materials (portfolios, exit exams and research papers) will be assessed as a chronological portfolio (using a holistic sliding-scale rubric). The common SLO that will be assessed is centered around rhetorical knowledge: audience and purpose.

The intent is to start with F2F courses before extending to OL ones.

Searching for existing tools for 2-year colleges

Planning to reach out to Sandy Vue to get enrollment lists for the courses in question and to determine the student sample. Might look at unsuccessful assessments and compare with successful assessments (i.e., those that meet the rhetorical knowledge learning outcome).

An important question to consider: How to define curriculum alignment?

o **Physical Sciences: Chemistry (Allan)**

Allan just finished grading the survey administered at the end of F18 semester

The tool has 3 Questions:

1 easy multiple-choice

1 challenging open-ended question

In the past UL assessment focused on analysis mistakes in this question and issuing recommendations with no noticeable improvements

Challenging but accessible questions are difficult to write and usually focus on application,

1 mid-level open-ended question, typical for the course

Easiest to write

Currently interested in assessing student learning via analysis of answers to this category of questions

Working on categorizing answers, validating categories - and planning to look into recommendations for faculty

- Michael distributed a handout with the results of the HLC HWC student survey results from April 2018 (238 respondents) and will present/discuss the details next time.

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

These minutes were approved by Loretta, seconded by Amy and supported unanimously by the present AC

members.



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Minutes for 02/20/2019

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

Members Attending:

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Kristin Bivens - English, Speech and Theater
Domenico Ferri - Social & Applied Sciences
Michael Heathfield - Social & Applied Sciences
Todd Heldt - Library
Yev Lapik - Biology
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Camelia Salajejan - Math
Jeffrey Swigart - Math
Loretta Visomirskis - English
Jennifer Vogel - Advising
Paul Wandless - Art and Architecture
Matthew Williams - ELL and WL
Allan Wilson - Physical Science

Agenda

- Carrie: Long Range Calendar, Gen Ed This Fall
- Liaison Updates (part 2 of 4)
- Current Business (Jeff)

Apologies:

- Jeff called the meeting to order at 3:03 pm
- **Review of minutes:** 02-13-2019 meeting minutes were approved
- **HWC AC 7 yr Calendar** (Carrie): Current trends in assessment include faster assessment turnaround from administering the tool to providing feedback to students and faculty.

The AC members discussed the topic of “shrinking” the 7-year GenEd assessment cycle, it’s necessity, feasibility and potential changes. The discussion included the following ideas and suggestions:

- Pair up some of the Gen Ed assessments (easy with difficult or thematically: speech with writing for effective communication)
- Do not assess all Gen Ed outcomes - focus on a couple that are most meaningful to address at the college-wide level
- Do less general, more targeted assessments, perhaps in collaboration with corresponding departments
- Outsource some of more discipline-specific assessment to the departments
- Take a full advantage of Openbook access- we didn’t have access to that data before...

The topics of survey administering (via instructors vs. direct administering to students) and representative sample

size/ self-selection concerns came up again...

- **Liaison Updates (part 2)**

Mathew (WL- French): Working (together with Andrew Cutcher) on assessment of how well students acquire vowel and consonant sounds while learning French. Planning to use sound projection analysis software PROT (open-source). In mid-March will have a “dry run” to familiarize students with the software and the assessment procedure, followed by an actual pilot with the same students later in the semester. Working on developing a rubric.

Dave (Humanities- Music): This assessment of music jurors has started 7 semester ago; currently it’s focused on two questions:

1. Are instructor and outside observers’ evaluations of student juries consistent?
2. Are students demonstrating learning outcomes of different levels?

Q1: Previously no result consistency was observed, but after working on introducing changes for the last 5 semesters, now an 80-90% agreement is observed between instructor and outside observers’ evaluations. The agreement rates are higher in higher level music classes.

This assessment project also led to the department paying more attention to staffing juries and re-emphasizing the sight reading outcome (and the need to teach sight reading more intentionally).

Carrie: This project is a good candidate for presentation at the Assessment Institute.

Paul (Art): Currently finalizing data analysis of the Art 196 Beginning Ceramics and Art 197 Advanced Ceramics class assessments conducted during Fall 2018 (throwing cylinder on pottery wheel followed by cutting in half and measuring the profiles). After conducting a pilot in Spring 2018, Paul noticed a bump in student performance in Fall 2018 as instructors become aware of and addressed certain instructional deficiencies while administering the assessment. Planning to repeat the same assessment in Art 196 this semester - to get a larger sample size. Planning to present data at the National Council on Education for the Ceramic Arts (NCECA) conference in 2020 - perhaps as a break-out session.

Other projects:

- a pilot is being developed for the beginning B&W Photography with Stephanie Burke
- is working on updating the general Art Department assessment 10-yr plan.

In a separate remark, Paul shared how beneficial are the cross-disciplinary interactions and course material exchange within the HWCAC for teaching process.

- **Current Business (Jeff):**

- AC needs a new Bio department liaison as it thanks Aigerim for her service
- AC needs more data analysts
- AC needs a representative to attend shared governance meetings (Yev attends most)
- IUPUI proposal? Dave?
- GoogleDoc is shared with all AC members for the AC Charge edits

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

These minutes were approved by Domenico, seconded by Amy and supported unanimously by the AC members present.



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Minutes for 02/27/2019

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

Members Attending:

Kristin Bivens - English, Speech and Theater
Domenico Ferri - Social & Applied Sciences
Michael Heathfield - Social & Applied Sciences
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Apologies:

Camelia Salajejan - Math

Agenda

- Liaison Updates (part 3 of 4)
- Michael: More on HLC
- Chair Updates

- Jeff called the meeting to order at 3:03 pm
- **Review of minutes:** 02-20-2019 meeting minutes were approved
- **Liaison Updates (part 3 of 4)**

Social & Applied Sciences (Domenico): At the end of the Fall 2018 semester an assessment tool that surveyed student CE-related learning experiences within the department has been administered. The tool targeted (mostly indirectly) student attainment of five SLOs that were previously established to be universal for all disciplines taught at the department. The number of student responses was 256.

Overall, students were very positive about CE-related attitudes fostered by the departmental courses.

The only direct assessment question asking to name at least one historical figure that improved living conditions in the US was analyzed using a rubric:

- meets the outcome (235 students)
- partially meets the outcome (10 students)
- approaches meeting the outcome (7 students)
- doesn't meet the outcome (4 students)

The data generated by the survey is currently being analyzed and it's bound to start a lot of interesting conversations at the department (e.g., faculty may decide to produce a list of most influential people across disciplines and include the information in all departmental courses). Openbook data pertaining to the survey results might prove to be interesting, etc.



- **More on the feedback from the HLC (Michael):**

The HWC AC is already introducing or planning to introduce most of the suggestions (expansion into co-curricular assessment, shortening the GenEd assessment timeframe, streamlining the processes collecting and analyzing the data).

- **AC Chair Updates (Jeff):**

Jeff was notified by the current HWC administration that the DO recommended to reduce the amount of release time for AC unit liaisons and coordinators in half.

The AC members discussed the implications of that move:

- Considering that the next HLC report is due in 4 years, how does the college plan to explain the cut right after the 2018 accreditation?
- As HWC AC expanded into smaller units, it started to link with hugely important professional programme accreditation (e.g. CD, Business) -
- Online and Early College expansions are expected and assessment of student learning is getting more and more important in these areas.

- **Adjournment and Approval of These Minutes:** The meeting adjourned at 3:59pm.

These minutes were approved by Loretta, seconded by Michael and voted for unanimously by the AC members present.



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

Members Attending:

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 Yev Lapik - Biology
 Erica McCormack - Humanities and Music
 Bridgette Mahan - Business
 Fernando Miranda-Mendoza - Math
 Carrie Nepstad - Social & Applied Sciences
 Kelly Przytulski - English, Speech and Theater
 David Richardson - Humanities and Music
 Amy Rosenquist - English, Speech and Theater
 Jeffrey Swigart - Math
 Camelia Salajejan - Math
 Loretta Visomirskis - English
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 Matthew Williams - WL/ELL
 Allan Wilson - Physical Science

Apologies:

Agenda

- **Liaison Updates (part 4 of 4)**
- **Chair Updates**
 - *Proposals for IUPUI (Deadline March 8th)
 - *Recent Meetings with Admin

- Jeff called the meeting to order at 3:05 pm
- **Review of minutes:** 02-27-2019 meeting minutes were approved
- **Introductions:** Kelly Przytulski - Intern at the English, Speech and Theater department (with Amy)
- **Liaison Updates (part 4 of 4)**

Math (Camelia): Has been administering Math 118 assessment for the past three semesters (SLO: interpreting information from tables, graphs and formulas). The pilot took place during Spring 2017 and the last round - Fall 2018. Administered as a pre-test and post-test (the order of questions was changed). Data analysis of all post-tests revealed improvement, but most likely due to edits and clarifications introduced into survey questions (e.g., adding the % symbol, changed a graph, etc.) Overall, the survey questions are not the same type as in the textbook - otherwise students would do better...

Recommendations will be issued - e.g. offer direct instruction on reading misleading graphs, fake news, etc.

Comparison of pre- and post-assessment results did not show any statistically significant differences except for students who took Math 99 at CCC versus those who haven't taken Math 99 at CCC.

This semester - started on preparatory fork for Math 140 (College Algebra) assessment: working on course objectives and SLOs; will need to go through the PACC process, after that - will work on designing the tool.

Business (Bridgette): need to establish a consistent assessment for the program accreditation purposes; also hope to use the assessment data to guide the pre-req recommendations, and teacher preparation, content refinement.

Based on pathways and student tenure, selected and organized business courses into two groups: Early Tenure (11, 141, 181) and Late Tenure (182, 269, 201). The 60 min survey was administered via Bb (currently migrating to BrSpace) and send to all sections (OL and F2F).

Need to increase the number of survey respondents for accreditation.

Will continue to refine the tool.

Still in research and discussion about how to utilise the assessment data.

Library (Todd): had to redesign the Boolean Operators assessment tool to clarify certain things based on the last semesters' data. Clarifications helped to get better responses from students. Students got better at picking keywords but about the same as before about finding synonyms for those keywords ("synonym acquisition").

Still working out the best way to administer the survey since offering it at the end of a busy class probably leads to rushed responses.

Next semester will be teaching four different learning communities - hopes to get a good amount of data...

- **AC Chair Updates (Jeff):**

- The UL-AL presentations are completed for this semester - will talk more next time on dissemination of this information
- IUPUI (due March 8th) - Carrie will apply
- Meetings with admin: Dave's UL- AL pres was impressive, president Lopez came out with much better understanding of the importance of assessment for the HWC; Also the data on HWC AC was presented: 20% of faculty "went through" the AC, we had 25 different UL-AL so far, huge impact on professional development
- President Lopez suggested a possibility of external endowment
- AC execs now are waiting to hear back from the administration

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

These minutes were approved by Jeff, seconded by Amy and voted for unanimously by the present AC members.



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Harold Washington College

Executive Officers

Jeffrey Swigart (Chair)

Carrie Nepstad (Vice Chair of Gen Ed),

Michael Heathfield (Vice Chair of Co-curricular Assessment),

Erica McCormack (Vice Chair of Unit Assessment),

Fernando Miranda-Mendoza (Research Analyst), Yev Lapik (Secretary and Online Learning)



Minutes for 03/13/2019

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

Members Attending:

Kristin Bivens - English, Speech and Theater
Michael Heathfield - Social & Applied Sciences
Todd Heldt - Library
Yev Lapik - Biology
Erica McCormack - Humanities and Music
Bridgette Mahan - Business
Fernando Miranda-Mendoza - Math
Carrie Nepstad - Social & Applied Sciences
David Richardson - Humanities and Music
Amy Rosenquist - English, Speech and Theater
Jeffrey Swigart - Math
Camelia Salajejan - Math
Loretta Visomirskis - English
Jennifer Vogel - Advising
Matthew Williams - WL/ELL
Allan Wilson - Physical Science

Apologies:

Domenico Ferri - Social & Applied Sciences
Paul Wandless - Art and Architecture
Aigerim Bijelic - Biology

Agenda

- **Chair:**
 - Meetings With Admin
 - Charge
 - Assessment Times Article Ideas
 - Thoughts on Liaison Updates
 - Applied to IUPUI

- **Gen Ed:**
 - Updates on Civic Engagement
 - Reconsidering the Gen Ed Calendar

Continued

- Jeff called the meeting to order at 3:03 pm
- **Review of minutes:** 03-06-2019 meeting minutes were approved
- **Gen Ed (Carrie):**
 - **Updates on Civic Engagement:**
Fernando did preliminary data analysis and has some ideas on how to analyze it; he also looked at Domenico's data and will decide whether the GenED and UL data can be integrated in a way to tell a story.
 - **Brightspace for assessment:**
 - BrSp has good capabilities of aligning things to competencies (at multiple levels) but will require significant time investment to start the process; there are also some features that need to be built in
 - Competency coordinator access - can pull data from assessed courses, no data changing capabilities. **Note:** Have to come to an agreement within AC/ faculty about access to their courses' LMS

Jen designed a CD master course with assessments built-in but only competency coordinator can administer and pull data...

- Carrie is exploring a possibility of pulling data based on rubrics that are already associated with CD assessment tools.
- In BrSp, instructors can automatically get graded data (if assessment administered for grades).
- **Reconsidering the Gen Ed Calendar is to be continued**

● **AC Chair Updates (Jeff):**

- Liaison updates: was it a good format - spread over few days? AC members recommended to introduce a suggested 10-15 min time frame for guidance, not including the Q&A time.
- IUPUI: Carrie and Jeff applied last Fri.
- Some edits were introduced to the AC Charge - Jeff will share in google docs
- Assessment Times Article Ideas - all execs will contribute - the deadlines follow the calendar:

Eleven 3/27		-Assessment Times draft
Twelve 4/3		-Assessment Times editing
Thirteen 4/10		-Assessment Times final draft, convert to publisher, check for final edits.

Fifteen 5/1		-Assessment Times dissemination
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- Meetings With Admin:
 - Cuts are very likely but will try to minimize them
 - A possibility of awarding stipends instead of release time was discussed (won't work for all AC members as it requires working overtime)
 - Various strategies on how to deal with budget constraints were discussed (consolidating certain duties of Execs, scaling down GenEd and UL assessments, tying GenEd and UL and focusing on the same SLO for depth, or, focusing on entirely different things in GenEd and UL, for breadth)

● **Adjournment and Approval of These Minutes:** The meeting adjourned at 3:58pm.

These minutes were approved by Domenico, seconded by Loretta and voted for unanimously by the AC members present.