



# Assessment Committee

Harold Washington College



## Executive Officers

Erica McCormack (Chair)

David Richardson (Vice Chair of Gen Ed Assessment), Jeffrey Swigart (Vice Chair of Unit Assessment), Yev Lapik (Consultant to Online Student Learning), Jennifer Vogel (Coordinator of Cocurricular), Fernando Miranda-Mendoza (Research Analyst), Phil Vargas (Research Analyst), Jack Whalen (Secretary/Archivist and Coordinator of Adjunct Outreach)

## Minutes for 09-02-2020

3:00 PM to 4:00 PM Zoom

<p><b>Members Attending:</b>  <i>Ukaisha Al-Amin-English, Speech, Theater</i>  <i>Ellen Goldberg—Transfer Center</i>  <i>Ignatius Gomes—Biology</i>  <i>Todd Heldt— Library</i>  <i>Aja Humphreys – Student Activities</i>  <i>Yev Lapik—Biology</i>  <i>Bridgette Mahan – Business</i>  <i>Erica McCormack—Humanities and Music</i>  <i>Fernando Miranda-Mendoza – Mathematics</i>  <i>Farahnaz Movahedzadeh – Biology</i>  <i>Carrie Nepstad – Social and Applied Science</i>  <i>David Richardson – Humanities and Music</i>  <i>Ingrid Riedle – Social &amp; Applied Science</i>  <i>Amy Rosenquist – English, Speech, Theater</i>  <i>Camelia Salajejan—Mathematics</i>  <i>Tetiana Seely—SGA Representative</i>  <i>Karen Smith – World Languages/ELL</i>  <i>Jeffrey Swigart – Mathematics</i>  <i>Ivanhoe Tejada – Art &amp; Architecture</i>  <i>Phil Vargas – Physical Science</i>  <i>Loretta Visomirskis – English, Speech, Theater</i>  <i>Jennifer Vogel – Advising</i>  <i>Sandy Vue—Institutional Research</i>  <i>Paul Wandless – Art &amp; Architecture</i>  <i>Jackie Werner –Advising</i>  <i>Jack Whalen – Social &amp; Applied Science</i>  <i>Matthew Williams – World Languages/ELL</i></p> <p><b>Apologies:</b>  N/A</p>	<p><b>Agenda</b></p> <p>I. Welcome! and Introductions <i>[pets and babies welcome--sorry we can't provide snacks!]</i></p> <p>II. Administrative updates since spring</p> <p>III. Seeking volunteers to attend monthly "College Leadership Meeting" <i>[4th Wed of each month, 1-2 PM]</i></p> <p>IV. Protocols for requesting data analysis from Phil and Fernando for the semester</p> <p>V. Considering plans for student poll at beginning of semester (as in...now): At District, through SGA, and/or us? <i>(What would we want to learn if we arranged to do one?)</i></p> <p>VI. Any Other Business</p> <p>VII. Homework: Wash hands, wear a mask; Review the FDW PowerPoint (attached to the email), plus our <a href="#">Six Stages of Assessment</a> Ask questions about anything related to assessment.</p>
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**Intro:** Erica called the meeting to order 03:00pm

**Review of minutes:** N/A

## **Administrative Announcements**

### ***Meetings:***

#### *Summer meetings on Budget and Communication*

Over the summer, executives met with several administrators, including President Lopez and Provost Potter, to request more frequent and earlier communication between local leadership as well as district office with the Assessment Committee regarding student surveys. Both the district office and Assessment Committee are looking forward to working together and establishing stronger ongoing communication so as to not work at cross purposes or overwhelm our population with overlapping surveys coming from multiple avenues. Sandy Vue, HWC's Institutional Researcher, will be joining the committee as an important step toward better communication.

Executives also worked out this year's budget with respect to the committee. Certain roles within the committee have had changes to pay structure (stipend/release time) but most roles have been maintained. Please reach out to Erica if you have any questions.

*President's Council:* Yev is continuing to represent the AC at the President's Council, now renamed College Leadership Meeting. Erica mentioned that participation in the College Leadership Meeting would be a great way to bolster participation amongst committee members as well as an opportunity for shared governance. At the meeting, Bridgette, Erica, Carrie, Farah, and Jack said they, in addition to Yev, may try to attend some of the meetings. Anyone else interested (since the meetings are open to the college), please reach out to Amelia Tsang to be added to the invite list.

## **Introduction to Assessment**

Erica provided a brief overview of the process and objectives of the Assessment Committee. In short, the Assessment Committee at HWC researches the best ways to improve student learning, providing educators like us (whether you're a classroom teacher or a staff member, you work to educate our students) with guidelines to assist students in achieving their academic goals. There are multiple levels of assessment--general education, unit, and course. The HWCAC's main focus is general education and unit level assessment.

## **Protocols for requesting data analysis**

Fernando Miranda-Mendoza and Phil Vargas are our research analysts. They request that as project data is acquired to send it to them quickly for analysis. Also, please send data to both Fernando and Phil--in a single email--and they will divide the work amongst themselves. More complete protocol guidelines will be shared with liaisons.

## **Term Project Planning**

Erica requested that when thinking about unit-level projects, liaisons consider the current constraints of remote learning. Also, both Erica and Jeff are available to assist with project design, so reach out, they are more than happy to help!

## **General Education Objectives for Fall 2020**

In previous academic cycles, the Assessment Committee has taken on a singular General Education goal rather than multiple initiatives, a process that resulted in assessments that were praised during the HLC accreditation that occurred a few years ago. One critique, however, was that timing of re-assessment lagged. Similarly, while unit-level assessment offered useful, immediate feedback, application

of data--"closing the loop"--proved difficult at the GenEd level. With this in mind, Dave proposed some thoughts on projects for the term/academic year.

*Diversity Appreciation Assessment*

One option Dave proposed was a diversity appreciation assessment following the traditional six-stage process, citing its timeliness and relatively easy application as a result of earlier work done on the topic. The project would be deployable this semester. A second option proposed concerned building out the learning outcomes for our newly-adopted objectives and using our new four-stage inquiry-based process for GenEd that we piloted in Spring 2020 to query students about one or two questions--possibly something like what the experience has been like for students with accommodations in remote learning--or whether they even enrolled--or asking students about the racial climate and their experiences at our school.

Sandy mentioned that local administration--and also possibly district--was constructing a similar survey that seeks to better understand student safety concerns with respect to diversity. Assessment Committee members were quick to suggest collaborating on the project, if it wasn't too late to be included, highlighting the fact that racial climate impacts learning; though, reservations were voiced about conducting an "on-campus experience" survey in the time of Covid, and that because the timing between administering the first and second survey is quite lengthy, currently scheduled at an increment of four years, that comparative analysis would be problematic. Erica will follow up with Sandy, Asif, and others to see if we can be partners or if the roll-out of that assessment is already underway, which would mean that assessment should probably go another direction so as not to duplicate work and contribute to a diffusion of responses.

**HOMEWORK!**

Wash hands, wear a mask; Review the FDW PowerPoint (attached), plus our [Six Stages of Assessment](#) Ask questions about anything related to assessment.

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

These minutes were approved by ----- and seconded by -----



# Assessment Committee

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## Minutes for 09-09-2020

3:00 PM to 4:00 PM Zoom

<p><b>Members Attending:</b>  <i>Ukaisha Al-Amin-English, Speech, Theater</i>  <i>Roberta Anelli—Biology</i>  <i>Ellen Goldberg—Transfer Center</i>  <i>Ignatius Gomes—Biology</i>  <i>Yev Lapik—Biology</i>  <i>Mick Laymon—Humanities</i>  <i>Bridgette Mahan – Business</i>  <i>Erica McCormack—Humanities and Music</i>  <i>Fernando Miranda-Mendoza – Mathematics</i>  <i>Farahnaz Movahedzadeh – Biology</i>  <i>Carrie Nepstad – Social and Applied Science</i>  <i>David Richardson – Humanities and Music</i>  <i>Ingrid Riedle – Social &amp; Applied Science</i>  <i>Camelia Salajejan—Mathematics</i>  <i>Tetiana Seely—SGA Representative</i>  <i>Ivanhoe Tejada – Art &amp; Architecture</i>  <i>Phil Vargas – Physical Science</i>  <i>Loretta Visomirskis – English, Speech, Theater</i>  <i>Jennifer Vogel – Advising</i>  <i>Sandy Vue—Institutional Research</i>  <i>Paul Wandless – Art &amp; Architecture</i>  <i>Jack Whalen – Social &amp; Applied Science</i>  <i>Matthew Williams – World Languages/ELL</i></p> <p><b>Apologies:</b>  N/A</p>	<p><b>Agenda</b></p> <p>I. Approve minutes from 9/2 (please review and make edits before the meeting if you can): <a href="https://drive.google.com/file/d/1Orf9Tpp1d0YF54fwNZCz4OpXP90kB5R5/view?usp=sharing">https://drive.google.com/file/d/1Orf9Tpp1d0YF54fwNZCz4OpXP90kB5R5/view?usp=sharing</a></p> <p>II. Administrative meetings update</p> <p>III. Determining a General Education Roadmap and Plan of Action</p> <p>IV. Any Other Business</p> <p>V. Homework: <i>Wash hands, wear a mask. Consider which GenEd subcommittee you'll join.</i></p>
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**Intro:** Erica called the meeting to order 03:00pm

**Review of minutes:** Minutes for September 2, 2020 were approved by Paul W. and 2nd by Loretta V.

### Administrative Meetings Update

*Meeting w/ administration to follow-up on objectives and communication*

Erica, Dave, and Sandy met with Associate Dean of Instruction Asif Wilson and Vice President Shiang-Kwei Wang to reaffirm partnership between the committee and administration. Committee members asked that prior committee work be considered by administration during planning phases of surveys and other projects linked to assessment, also making sure current work of members is represented. A second SSI (Student Satisfaction Index) survey is scheduled for Spring 2021. Sandy discussed that the HEDS Survey linked to the ILEA Equity Plan is currently scheduled for Fall 2021 and that both the objectives of the committee and administration will be considered during the development of tools.

Both Erica and Dave discussed that Dr. Wang is very interested in the work the committee conducts. Dr. Wang seeks to engage with data collection and policy. She sees her role as supportive to link committee recommendations to help implement changes more broadly across the HWC community understands the value of our work.

### **Human Diversity Appreciation Survey**

In 2012 the Assessment Committee conducted a *Human Diversity Survey* in conjunction with Student Health Services. Tetiana mentioned that SGA conducted a recent survey on a similar topic that garnered around 500 responses. The questions were emailed to returning students at the beginning of Fall 2020. Yev proposed structuring our survey to connect with current events, while Carrie queried if disaggregation of data was a possibility. Phil discussed the ability to do so if students provide their identification numbers--something Fernando said they have done in the past.

Erica posted the "Human Diversity Assessment Goals and Outcomes" to assist members in cultivating questions for the survey (see link below). Conversation then shifted to crafting outcome verbiage. To assist with this discussion Dave posted "Proposed General Education Goals, 2020" (see link below).

#### *Associated Documents:*

##### Human Diversity Survey

<https://www.ccc.edu/colleges/washington/departments/Documents/hwcac/gen-ed/hwcac-gen-ed-2012div-diversity-report-full.pdf>

##### Proposed General Education Goals

<https://www.ccc.edu/colleges/washington/departments/Documents/hwcac/gen-ed/hwcac-gen-ed-slos-2020-proposed.pdf>

### **Any Other Business**

N/A

### **Homework**

*Wash hands, wear a mask. Also, Erica will **initiate** a Jamboard for members to **create** drafts of outcomes for the upcoming survey. Please **contemplate**, **investigate**, and **evaluate** questions as they are posted. This will allow us to **participate** and **communicate** more efficiently next week, something we can all **appreciate**!*

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

These minutes were approved by ----- and seconded by -----





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### Minutes for 09-16-2020

3:00 PM to 4:00 PM Zoom

#### **Members Attending:**

*Ukaisha Al-Amin-English, Speech, Theater*  
*Roberta Anelli—Biology*  
*Ellen Goldberg—Transfer Center*  
*Ignatius Gomes—Biology*  
*Todd Heldt— Library*  
*Aja Humphreys – Student Activities*  
*Yev Lapik—Biology*  
*Mick Laymon—Humanities*  
*Bridgette Mahan – Business*  
*Erica McCormack—Humanities and Music*  
*Fernando Miranda-Mendoza – Mathematics*  
*Farahnaz Movahedzadeh – Biology*  
*Carrie Nepstad – Social and Applied Science*  
*David Richardson – Humanities and Music*  
*Ingrid Riedle – Social & Applied Science*  
*Amy Rosenquist – English, Speech, Theater*  
*Camelia Salajejan—Mathematics*  
*Tetiana Seely—SGA Representative*  
*Jeffrey Swigart – Mathematics*  
*Ivanhoe Tejada – Art & Architecture*  
*Phil Vargas – Physical Science*  
*Loretta Visomirskis – English, Speech, Theater*  
*Jennifer Vogel – Advising*  
*Paul Wandless – Art & Architecture*  
*Jack Whalen – Social & Applied Science*  
*Matthew Williams – World Languages/ELL*

#### **Apologies:**

*Sandy Vue—Institutional Research*

#### **Agenda for 9/16**

- I. Approve minutes from 9/6 (please review and make edits before the meeting if you can): <https://drive.google.com/file/d/1bn9Z4LU3seeNdS-5ZCHNW797ZpRCsw0H/view?usp=sharing>
- II. Administrative meetings update
- III. Overview of Student Government Association Survey (attached)
- IV. Determining a General Education Roadmap and Plan of Action (consult [https://jamboard.google.com/d/10q\\_nTKQbA-rHO-8E44X8kx5xovnsDIKA1Qqqq5Ozd-/edit?usp=sharing](https://jamboard.google.com/d/10q_nTKQbA-rHO-8E44X8kx5xovnsDIKA1Qqqq5Ozd-/edit?usp=sharing))
- V. Any Other Business
- VI. Homework: Wash hands, wear mask. Add to the shared documents: [https://jamboard.google.com/d/10q\\_nTKQbA-rHO-8E44X8kx5xovnsDIKA1Qqqq5Ozd-/edit?usp=sharing](https://jamboard.google.com/d/10q_nTKQbA-rHO-8E44X8kx5xovnsDIKA1Qqqq5Ozd-/edit?usp=sharing)

**Intro:** Erica called the meeting to order 03:00pm

**Review of minutes:** Minutes for September 2, 2020 were approved by Paul W. and 2nd by Loretta V.

## **Administrative Meetings Update**

### *Meeting with Dr. Wang to discuss collaboration with Curriculum Committee*

On Thursday, September 17, Erica; Gabriela Cambiasso, Chair of the Curriculum Committee; and Ivan, Curriculum Facilitator met with VP Wang and Pres. Lopez to clarify the respective missions and processes of the Assessment and Curriculum committees and to point out ways our assessment work connects to but is distinct from the Curriculum committee's work. Erica, Gabriela, and Ivan pointed out that the committees are also organized differently (with the Curriculum Committee affiliated with the Faculty Council but the Assessment Committee as a stand-alone committee) and advocated for the Chair of Curriculum committee to also get compensated with release time. They discussed how administration might be a bridge between recommendations made by the Assessment Committee and the larger college and district community.

### *Faculty Council Update*

Faculty Council's latest message to faculty mentioned a survey in response to administrative requests, so Erica offered Stephanie Burke, Faculty Council President, committee assistance. Both Yev and Ingrid serve on Assessment as well as Faculty Council and have been helping to ensure consistent communication between Faculty Council and Assessment. The committee took the opportunity to remind each other that each of us serves as an Assessment representative when we are in other meetings, so we want to all be empowered to encourage faculty, staff, or administrators with assessment-related questions to engage with the Assessment committee for conversation and assistance as part of that process--we want to at least be aware of different surveys being planned by different stakeholders so we can take that into account when planning our assessment activities.

## **Overview of Student Government Association Survey**

The Student Government Association (SGA) president, Tetiana Seely, presented the tool and results of a survey completed in August by 552 students (Phil noted that, with "552 responses from a population of 7028, It's 4% margin of error at 95% confidence rate (not accounting for selection biases noted)"--which is "really good"). The survey yielded information on student perceptions on various topics like the ability to manage online classes, knowledge of the "Fresh Start" program, and how much time per week students have access to spaces to complete homework. Discussion of survey results led to follow-up questions about the stigma of tutoring. Committee members will explore this topic in more detail at future meetings. Members suggested Tetiana share survey results at the State of the College and that Erica reach out to Veronica Villanueva to invite her to next week's meeting so that she can participate in that, and Erica suggested that this might be an avenue that Jennifer Vogel, as Coordinator of Cocurricular assessment, may fold into her work. .

## **Determining a General Education Roadmap and Plan of Action**

After a brief clarification on "Old SLOs," being placeholders while we develop "New SLOs," being proposed, the committee explored how its work fits into ILEA and the Equity Plan currently underway at HWC. New General Education goals highlight capabilities and, in collaboration of current HWC objectives, focus on building from the previous "human diversity" surveys to consider more active and meaningful learning as it relates to appreciation of human diversity, and enacting equity, justice. .

In an effort to develop the conversation, Erica created a *Jamboard* for committee members to post comments and strategies for producing actionable goals. Members discussed the difference between equitable opportunities and equitable outcomes, and we reiterated discussion about why GPA was a problematic measure of learning growth for this or any other assessment.

## **Any Other Business**

**Homework**

Please continue thinking about implementing new SLOs within a framework of equity. Also, beginning brainstorming ideas to discuss on the stigma of tutoring as we will be discussing the topic in the coming weeks.

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

These minutes were approved by ----- and seconded by -----



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*Paul Wandless – Art & Architecture*  
*Jack Whalen – Social & Applied Science*  
*Matthew Williams – World Languages/ELL*

#### **Special Guests**

*Bernadette Limos—Strategic Initiatives*  
*Veronica Villanueva—Academic Support*

#### **Agenda for 9/16**

- I. Approve minutes from 9/16 (please review and make edits before the meeting if you can): <https://drive.google.com/file/d/11LBT80GpZc1xPWfyWL8kxFtcdcP8itl8/view?usp=sharing>
- II. Administrative meetings update
- III. Follow-up from the SGA survey discussion pertaining to tutoring
- IV. Determining a General Education Roadmap and Plan of Action (continue to consult and add to the Jamboard\* [https://jamboard.google.com/d/10q\\_nTKQbA-rHO-8E44X8kx5xovnsDIKA1Qqqq5Ozd-l/edit?usp=sharing](https://jamboard.google.com/d/10q_nTKQbA-rHO-8E44X8kx5xovnsDIKA1Qqqq5Ozd-l/edit?usp=sharing))
- V. Any Other Business
- VI. Homework: Wash hands, wear mask. Add to the shared documents

**Intro:** Erica called the meeting to order 03:01pm

**Review of minutes:** Minutes for September 16, 2020 were approved by Paul W. and 2nd by Yev L.

## **Administrative Meetings Update**

### *Bi-weekly meeting with Dr. Wang*

Erica, Dave, Sandy, Dean Wilson and Vice President Wang met to continue the bi-weekly meetings between the Assessment Committee and Administration. Discussion continued on how best to collaborate on the Equity Plan and student survey. Erica shared the *Jamboard* discussion as a means to show how committee discussions are developing. Erica asked members to revisit the *Jamboard* discussion to continue thinking about how to incorporate equity, justice, and diversity into the construction of new SLOs. While Erica and Dave were invited to join the Equity Planning Committee, Erica reminded members that Dave will be going on sabbatical next semester and she asked that members interested in participating in those meetings reach out to her.

## **Follow-up from the SGA survey discussion pertaining to tutoring**

In response to a Student Government Association survey that found students would like to know more about tutoring at HWC, the Assessment Committee invited Veronica Villanueva, Coordinator of Academic Support Services, to join our discussion on tutoring at HWC. Villanueva described her role coordinating tutors and scheduling tutoring sessions with students. She explained that students have three options: scheduling a tutoring session, drop-in sessions, and sessions with tutors from Smart Thinking, a group outside of HWC.

She also took questions from committee members. Yev inquired about how to get feedback from students without having responses center on bad experiences yet providing opportunities to discuss improvements. Veronica mentioned that the students complete a feedback questionnaire after every tutoring session. Erica reminded meeting attendees that the committee is not looking to evaluate tutors, just as we don't ever evaluate faculty, but to seek ways to understand, and improve, student learning through tutoring. Jennifer Vogel and Veronica will continue the conversation through co-curricular, though anybody interested in joining the conversation can let Erica know.

## **Determining a General Education Roadmap and Plan of Action**

Dave discussed creating a pulse survey question to send to students by mid-term. As a means to narrow the focus of questions Dave created a list of potential questions (wordsmithing to be done at a later date) via a Google Form. Committee members are to respond by Saturday so as to discuss questions next week. Dave stressed the desire for an open-ended question.

## **Any Other Business**

### *The Strategic Plan*

Bernadette Limos joined today to discuss participation in the College's Strategic Plan. Limos asked members to reach out with how the Assessment Committee sees its work within the six key areas that the Strategic Plan focuses. She sees value in the integration of the committee and administration moving forward over the next several years.

### *ECMC Project Success*

Sandy discussed District's partnership with *ECMC Project Success*, a group that provides services to improve student outcomes and institutional performance. Administration will be sending emails to faculty encouraging attendance to *ECMC's* PERSIST and Super Strong workshops.

## **Homework**

Please continue thinking about implementing new SLOs within a framework of equity.

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

These minutes were approved by ----- and seconded by -----