

Assessment Committee
Harold Washington College



Chaired by Erica McCormack
Off the Record Notes for Exec Meeting 9/1/2021

- **Attendance:**
 - Carrie Nepstad (Social & Applied Sciences)
 - Erica McCormack (Humanities)
 - Jeffrey Swigart (Mathematics)
 - Phillip Vargas (Physical Science)
 - Ukaisha Al-Amin (English)
 - Yev Lapik (Biology)

- **Recruitment:** Jeff will be on sabbatical in spring 2022, and Erica may be on sabbatical soon or step down from committee chair to be department chair. We need to recruit new members and ask current members to consider leadership positions.

- **Creative Commons:** Carrie and others will continue looking into how we can designate committee documents as creative commons.

- **Unit Assessment:** Some liaisons are still working in their spring reports. Jeff will check in with them.

- **Admin:** Erica is rethinking the biweekly meetings of the past. She may start simply giving email updates.

- **Gen Ed:** Ukaisha would like to do another survey this semester on student participation. We'll spend the first few committee meetings discussing the details, such as direct versus indirect. Also, Ukaisha and Erica heard good feedback on their faculty development talk on gen ed, which is especially good because they presented such big changes from the past.

- **Program Assessment:** Carrie continues to help her department through the NAEYC accreditation process. Erica pondered how involved the committee should be with program assessment.

- **District Assessment:** Carrie shared about the continued focus on equity in assessment.

Assessment Committee
Harold Washington College



Chaired by Erica McCormack
Minutes for 10/27/2021

● **Attendance:**

- Amy Rosenquist (English)
- Ashley Stokes (Guest, Grad Student at Erikson Institute)
- Bridgette Mahan (Business)
- Carrie Nepstad (Social & Applied Sciences)
- Chao Lu (Mathematics)
- David Richardson (Humanities)
- Erica McCormack (Humanities)
- Farah Movahedzadeh (Biology)
- Jeffrey Swigart (Mathematics)
- Juanita Del Toro (Social & Applied Sciences)
- Matthew Williams (World Languages / English Language Learning)
- Paul Wandless (Art)
- Phillip Vargas (Physical Science)
- Sandy Vue (Research and Planning)
- Todd Heldt (Library)
- Ukaisha Al-Amin (English)
- Veronica Villanueva (Tutoring)
- Zeke Yusof (Physical Science)

- **Intro:** Erica welcomed everyone. Paul motioned to approve last week's minutes, Juanita seconded, and the committee approved.

- **Participate Survey Edits:** Erica shared that during the last week she applied the edits suggested during the last meeting, including the following:

- Combined many questions into a multipart question #1.
- Addend a definition of cultural identity in question #7.
- Added a definition of racial climate in question #13 and made it multipart.

We then discussed further edits, especially the large number of long answer questions. Zeke motioned to cut 12a and 12b, Todd seconded, and the committee approved, bringing the survey down to three long answer questions. Erica will apply the edits in the coming days, and we'll vote on full approval next week.

Assessment Committee Harold Washington College



Chaired by Erica McCormack
Minutes for 11/3/2021

- **Attendance:**

- Amy Rosenquist (English)
- Bridgette Mahan (Business)
- Carrie Nepstad (Social & Applied Sciences)
- Chao Lu (Mathematics)
- Erica McCormack (Humanities)
- Farah Movahedzadeh (Biology)
- Jeffrey Swigart (Mathematics)
- Juanita Del Toro (Social & Applied Sciences)
- Loretta Visomirskis (English)
- Matthew Williams (World Languages / English Language Learning)
- Nancy Berrera (SGA)
- Paul Wandless (Art)
- Todd Heldt (Library)
- Ukaisha Al-Amin (English)
- Veronica Villanueva (Tutoring)
- Zeke Yusof (Physical Science)

- **Intro:** Erica welcomed everyone. Carrie motioned to approve last week's minutes, Ukaisha seconded, and the committee approved.
- **Participate Survey Practice:** Erica shared that during the last week she applied the edits suggested during the previous meeting. We took the survey silently in order to experience what students will experience. We then discussed the following:
 - **Time:** The average time of completion was a bit more than 15 minutes, so students will likely need 20 minutes.
 - **Flow:** Should we keep the survey in three sections requiring a click of "next" for each section, or should we change to one long section so the whole survey can be seen at once? The committee chose to change to one long section.
 - **Header:** Can we freeze the header to stay visible while scrolling? This doesn't seem to be possible on Google Forms. Erica may investigate whether it's possible to get a SurveyMonkey Pro account or something that may allow for that.
 - **Phone:** The survey is possible yet difficult to complete on a phone. But this may be because the phone was in portrait mode, and landscape mode may be better.
 - **Survey Monkey:** This or another paid service may be worth it to make the survey look better on a phone.
 - **Required:** Should the questions be required to have an answer to submit the survey?
 - **Other:** How can we make sure students are comfortable in completing the survey? Do we need to be careful with the difference between participation and engagement? Have we included enough definitions of tricky words?
 - **Approval:** Amy motioned to approve the survey pending cosmetic changes that Erica will later make. Carrie seconded the motion, and the committee approved.

Assessment Committee Harold Washington College



Chaired by Erica McCormack
Minutes for 11/10/2021

- **Attendance:**

- Amy Rosenquist (English)
- Bridgette Mahan (Business)
- Chao Lu (Mathematics)
- Ellen Goldberg (Transfer Center)
- Erica McCormack (Humanities)
- Farah Movahedzadeh (Biology)
- Hamed Sarwar (Biology)
- Ignatius Gomez (Biology)
- Jeffrey Swigart (Mathematics)
- Juanita Del Toro (Social & Applied Sciences)
- Matthew Williams (World Languages / English Language Learning)
- Paul Wandless (Art)
- Phillip Vargas (Physical Science)
- Sandy Vue (Research and Planning)
- Todd Heldt (Library)
- Ukaisha Al-Amin (English)
- Veronica Villanueva (Tutoring)
- Zeke Yusof (Physical Science)

- **Intro:** Erica welcomed everyone. Amy motioned to approve last week's minutes, Paul seconded, and the committee approved.
- **Participate Survey Practice:** Erica thanked everyone for the feedback last week on the survey. She's currently working on typing it out on Qualtrics with the help of Sandy and Veronica. Hopefully this will offer us more flexible options than Google Forms, including freezing the header while scrolling and better overall viewing on a phone. Erica asked for volunteers to take the pilot of the Qualtrics version. Amy, Bridgette, Farah, Juanita, Matthew, and Paul volunteered. Erica will then send out the official survey link on Friday, and we'll let students complete it over the following two weeks.
- **Newsletter:** Erica reminded everyone to start preparing their newsletter articles. We agreed on a draft due date of December 1st. Here are the ideas that were shared:
 - **More Than Just Data:** Paul encouraged everyone to write articles on a variety of topics such as passion for assessment.
 - **Before and After:** Erica would like to hear stories about how our opinions of assessment have changed since being on the committee. Erica also likes the idea of a Highlights-themed array of articles to make it more engaging and fun. Phillip thought this could include a cartoon in the style of Goofus and Gallant about how assessment data should and shouldn't be used.
 - **Institutional Memory:** Matthew shared about all he's learned on the committee about the culture and history of our college. Such institutional memory is especially important when there is so much turnover in the admin.
 - **Modalities:** Farah considered writing about teaching face-to-face again, and Bridgette considered writing about ways to improve online learning.
 - **Photos:** If we use newer photos, we need to make sure we have permission from everyone. Jeff has many old permission forms filled out and can get more if needed.

Assessment Committee Harold Washington College



Chaired by Erica McCormack (Humanities)
Minutes for 11/17/2021

- **Attendance:**

- Amy Rosenquist (English)
- Bridgette Mahan (Business)
- Carrie Nepstad (Social & Applied Science)
- Chao Lu (Mathematics)
- David Richardson (Humanities)
- Ellen Goldberg (Transfer Center)
- Erica McCormack (Humanities)
- Farah Movahedzadeh (Biology)
- Hamed Sarwar (Biology)
- Ignatius Gomez (Biology)
- Jeffrey Swigart (Mathematics)
- Juanita Del Toro (Social & Applied Sciences)
- Loretta Visomirskis (English)
- Matthew Williams (World Languages / English Language Learning)
- Paul Wandless (Art)
- Phillip Vargas (Physical Science)
- Sandy Vue (Research & Planning)
- Todd Heldt (Library)
- Ukaisha Al-Amin (English)
- Veronica Villanueva (Tutoring)
- Zeke Yusof (Physical Science)

- **Intro:** Erica welcomed everyone. Juanita motioned to approve last week's minutes, Dave seconded, and the committee approved.
- **Participate Survey:** We discussed the following:
 - **Testers:** Erica thanked those who tested the Qualtrics version of the survey, which is now live.
 - **Share:** We can now give the survey to our own students and tell colleagues about it. Remember personal invitations work better than mass emails.
 - **Class Time:** We can encourage colleagues to use class time for their students to do the survey because of the three open-ended questions. Students may not be willing to put in the necessary amount of time unless they have time in class.
 - **Qualtrics:** Erica shared her screen and showed the survey on Qualtrics. She illustrated the improvements of Qualtrics compared to Google Docs, such as how cleanly the survey shows up on a phone.
 - **Confirmation Page:** This is optional for those instructors who want to use it, such as when offering extra credit. Students could easily use the page fraudulently, yet we doubt many would go to that much trouble just for a bit of extra credit.
 - **Advertising:** Mass emails are OK, just keep it personal to avoid it coming off like it's from the admin. We want everyone to know this is coming from faculty.
- **Newsletter:** We discussed the following:
 - **Creative Ideas:** We're considering designing the newsletter like Highlights magazine, creating memes with our own photos, and making an assessment-themed Goofus and Gallant cartoon.
 - **Google Doc:** Erica will share a blank Google Doc for us to paste our articles to.
 - **Topics:** Student learning, the six-stage assessment process, what it's like being on committee, our own journey and growth in assessment.

- *Timeline:* Article drafts are due December 1st. We'll then work on editing for a bit and distribute on December 12th.

Assessment Committee
Harold Washington College



Chaired by Erica McCormack (Humanities)
Minutes for 12/01/2021

- **Attendance:**
 - Amy Rosenquist (English)
 - Bridgette Mahan (Business)
 - Carrie Nepstad (Social & Applied Science)
 - Chao Lu (Mathematics)
 - David Richardson (Humanities)
 - Erica McCormack (Humanities)
 - Farah Movahedzadeh (Biology)
 - Jeffrey Swigart (Mathematics)
 - Juanita Del Toro (Social & Applied Sciences)
 - Loretta Visomirskis (English)
 - Matthew Williams (World Languages / English Language Learning)
 - Nancy Berrera (SGA)
 - Paul Wandless (Art)
 - Phillip Vargas (Physical Science)
 - Todd Heldt (Library)
 - Ukaisha Al-Amin (English)
 - Zeke Yusof (Physical Science)
- **Intro:** Erica welcomed everyone. Loretta motioned to approve last week's minutes, Amy seconded, and the committee approved.
- **Participate Survey:** Erica shared that we're only at 50% of our participation goal. So we'll extend the survey deadline to the end of the semester. After Phil analyzes the data, we'll report on the results. Ukaisha asked everyone to think about what we should do after that. Choices include assessing another ILO, running the query survey again, or a mixture of the two involving a query-style survey on an ILO.
- **Newsletter:** Erica shared that the theme will be "Assess With a Purpose" with a design like a Highlights magazine. She reminded the unit liaison that their articles are required by the charge. For everyone else articles are optional yet welcomed. She asked if someone would be willing to write an advice column like Highlights does, perhaps something about one's own previous misconceptions of assessment. Drafts are due today, and we'll edit next week.
- **Future Leadership:** Jeff will be on sabbatical next semester, and Erica is applying for sabbatical fall 2022. Anyone interested in leadership can let current leadership know.
- **Remote:** We discussed whether to meet in person or remote next semester. A hybrid option could involve room 1046's ceiling camera. We voted to stay remote.
- **Other Announcements:**
 - **PLA:** Bridgette shared that she knows someone at district interested in talking to us about prior learning assessment. Erica and Bridgette will follow up.
 - **Last Meeting:** Next week is our last meeting of the semester.
 - **Accreditation:** Carrie, along with Theresa Carlton, is starting the draft for the October 2022 accreditation report. They will share the draft for editing when the time comes.
 - **Unit:** Erica encouraged unit liaisons how they might include general education outcomes into their work, since our broader work now focuses on institutional learning outcomes.
 - **ACP:** Carrie, along with Viggy Alexandersson, will be presenting for the Assessment Certificate Program being run by DePaul and Loyola.

