

You are invited...

To: HWC Faculty
From: HWC Assessment Committee
Date: **fill**
Re: Assessment Week: Social Science Assessment

During the week of November 8th, the Assessment Committee will be conducting a Social Science Assessment. **Please volunteer one to three of your classes** to help us learn what our students know about and what their attitudes are towards the social sciences. We are pleased to announce the assessment tool is online and can be accessed using Blackboard. It will take 45 to 60 minutes for students to complete. The goal is to determine student progress toward and successful achievement of our social science general education objectives.

Please volunteer your classes to help in achieving our target of 1,000 student responses. The assessment will be conducted in the open computer lab (Room 404) and volunteered classes will be scheduled throughout Assessment Week.

We are seeking volunteers from every discipline and time period to survey a broad cross section of the college's students. Volunteering a class will **not** necessarily result in the section being chosen to take the assessment. Consequently, we ask that you volunteer as many classes as you can with the understanding that we will not assess more than one section from faculty members without confirming their consent to do so. Please also indicate if you teach a class in a computer room because then the assessment can take place in your own classroom. If you would like your students to take the assessment outside of your own class time, do still contact us because we can organize this also.

*To volunteer, please complete the bottom portion of this memo and place it in the envelope provided to your department secretary by **FRIDAY, OCTOBER 15th**.*



Name: _____

E-mail: _____

Dept: _____

Discipline: _____

Courses I am willing to volunteer:

Course Name & Catalogue Number	Section	Day & Class Time/s	Number of Expected Students	Computer Room?
				YES / NO
				YES / NO
				YES / NO
				YES / NO

If you have questions or comments, please contact Mike Heathfield at (312) 553-2679 - mheathfield@ccc.edu or Todd Heldt at (312) 553-5685 – theldt@ccc.edu