

**Assessment Committee
Agenda**

9/10/03

1. **Discussion**
 - a. Logistics for administration of the CCTST
 - i. 60 sections
 - ii. 1500 students
 - b. Assessment Committee's charge
 - c. Relationship of the Cross-Disciplinary committees with the Assessment Committee
 - d. Extent of the role for the Cross-Disciplinary Committees

2. **Updates**
 - a. Diversity Scoreboard
 - b. Blackboard

3. **Assessment Conferences**
 - a. **November 3-4, 2003:** IUPUI Assessment Institute, Indianapolis, IN

4. **Assignment for Wednesday, 9/17/03**
 - a. Recruit faculty for CCTST administration
 - b. Submit names of recruited faculty and section(s) volunteered
 - c. Decide on Assessment Committee Chair or Co-Chair
 - d. Consider written charge for the Assessment Committee

HWC ASSESSMENT COMMITTEE MEETING
September 10, 2003, 2:30 pm, Room 1136

Minutes

In attendance: Jennifer Asimow (Applied Science), Astrid Babayan (Mathematics), Isabelle Béalance (Humanities/Music), George Bickford (Instruction), Margarita Chavez (Foreign Language/ESL), Sydney Daniels (English/Speech), Sammie Dortch (Applied Science), Jashed Fahkrid-Deen (Mathematics), Helene Gabelnick (Physical Science), Mark Henschel (Mathematics), Laurea Long (Mathematics), Amanda Loos (Humanities/Cinema), Cecilia L. López (VP, Academic Affairs), Denise Maduli-Williams (Foreign Language/ESL), Celia Perez (Library), David Richardson (Humanities/Philosophy), Michael Ruggeri (Social Science), Armen Sarrafian (Art), Matthew Shevitz (Humanities/Music), Pierre Tchetgen (Humanities/Philosophy), Paul Urbanick (Humanities), and Glenn Weller (CIS).

Absent: Representatives from the following disciplines/office: Biology, Business, and Research & Planning.

Logistics for administration of the California Critical Thinking Skills Test (CCTST)

- The test will be administered during Assessment Week, October 20-25, 2003, the week before mid-terms.
- The CCTST is designed to be administered in 45 minutes, which includes instructions, testing, and collection. Class lecture can follow administration of test.
- The Assessment Committee decided on three (3) cohorts as follows:
 - o 6 or fewer credit hours in General Education
 - o 45 credit hours of which 15 are in General Education
 - o 32 or more credit hours in General Education
- 60 sections are needed of credit courses: day, evening, and weekend sections
- Approximately 1500 students must take the test in order to obtain a representative sample
- VP López will call for faculty to volunteer one or more sections for participation and administration of test

Discussions

- Is it possible to administer test outside of the classroom? Mesa Community College called for student volunteers in the past by offering incentives such as money, food, and book vouchers. Their efforts were unsuccessful for a number of reasons: lack of students willing to take test, students not putting forth much effort which lead to unreliable results, etc.
- Why not administer during registration? Too much is going on during registration. Students are interested in registering for classes and are not prepared for a test. On the same token, faculty are advising students and are not available to administer a test. There is no room available to administer the test. No college can capture reliable data if faculty members are not in favor of assessment efforts.
- An objection was made: If a representative sample is what we are looking for, then why request volunteers? Why not just pick sections and administer test? Faculty who volunteer their class time are more likely to be in favor of assessment efforts yielding positive results versus coercion.

- Are there any guidelines faculty should follow when volunteering a class? Strictly speaking, we do not want classes randomized. We need to make sure we have a representative sample, i.e. gender, ethnicity, etc. Before setting guidelines, we will see how faculty self select. Faculty should not worry about which cohort students will fit into.
- Assessment Committee members at meeting volunteered sections as follows:
 - Volunteered entire load 2
 - Volunteered 2 sections 11
 - Volunteered 1 section 3
- What happens after administration of test? Test will be administered to 60 sections, approximately 1500 students. VP Lopez is working with Vice Chancellor Antonio Gutierrez to develop a patch that will capture the three cohorts in SPAS. Office of Research & Planning will verify that students fall into one of the three categories. There are a few nitty-gritty logistics that must be worked out, including:
 - Cross-disciplinary issues, i.e. students may be in two or more sections being tested; although ESL students are not tested, they may be in math and/or science courses being tested
 - Atypical students, i.e. chemistry students who register at HWC specifically for science pre-requisites and transfer back to university; students holding Bachelor degrees
 - Some students may not fall into any of the three categories; do we create another cohort for them versus throwing out those data?
- Why administer test in the Fall 2003 semester? HWC needs assessment procedures in place in order to report to the Higher Learning Commission, NCA. The Assessment Committee will develop an assessment calendar to keep track of testing schedules. The CCTST measure will be administered in the fall 2003 semester, and then again during fall 2005 semester (every other year).
- Peter Faccione designed and refined the CCTST, and a workshop was held at Daley College last Spring 2003 semester on critical thinking. The CCTST has never been administered at HWC. We are currently working on obtaining information from the publisher, such as: Do we pay for each test and will it automatically be graded, or is there a charge for grading as well? Do we send entire batch over and inform publisher of our cohorts, or do we sort cohorts? How long does the grading/scoring process take?

Assessment Committee's charge

- VP López could not find a written charge for the HWC Assessment Committee prior to her arrival, March 2003.
- Worksheet was disseminated to Committee members detailing typical Assessment Committee responsibilities. Please review it before next Assessment Committee meeting for discussion. What should Committee be doing? All Committee must have a charge, i.e. define general education objectives, provide learning outcomes, develop measures, etc.

- Assessment Committee will receive information from Cross Disciplinary Learning Outcomes groups and will work as the administrative and coordinating body for all Assessment efforts at HWC.
- We must also discuss the extent of the role of the Cross Disciplinary groups and the Ad Hoc Planning Committee.

ASSIGNMENT FOR NEXT MEETING-WED., SEPTEMBER 17, 2003:

- 1) Recruit faculty volunteers for administration of the CCTST during Assessment Week: October 20-25, 2003.
- 2) Submit names of faculty volunteers, sections, and number of students in each section.
DUE: TUESDAY, SEPTEMBER 16th in order to develop a grid for meeting on the 17th.
- 3) Review draft copy of the Assessment Committee Charge

Topics for next meeting will include:

- Logistics for Assessment Week: October 20-25, 2003
- Considering what the charge for the Assessment Committee should be

Meeting adjourned at 3:33 pm

Respectfully Submitted,
Angela M. Feliciano

Handouts (List): Assessment Resources

- *DRAFT Assessment Program Administration: The Assessment Committee,*
Composed by Vice President Cecilia L. Lopez

NEXT MEETING :

Wednesday, September 17, 2003 @ 2:00 pm in Room 1136

HWC ASSESSMENT COMMITTEE MEETING
September 17, 2003, 2:30 pm, Room 1136

Minutes

In attendance: Keenan Andrews (Research & Planning), Astrid Babayan (Mathematics), George Bickford (Instruction), Margarita Chavez (Foreign Language/ESL), Sammie Dortch (Applied Science), Helene Gabelnick (Physical Science), Mark Henschel (Mathematics), Laurea Long (Mathematics), Cecilia L. López (VP, Academic Affairs), Carrie Nepstad (Applied Science-Child Development), Celia Perez (Library), Michael Ruggeri (Social Science), Matthew Shevitz (Humanities/Music), Pierre Tchetchen (Humanities/Philosophy), and Paul Urbanick (Humanities).

Absent: Representatives from the following disciplines/office: Art (excused), Biology (excused), Business, English/Speech (excused), and Information Technology.

Review minutes from last meeting-09/10/2003

- Minutes reviewed and no changes/revisions were made.
- Minutes posted on Blackboard on Campus (BBOC) Assessment website. All Assessment Committee members have access to the site. Please call Angela at x5920 if you are not able to access the site on BBOC.

Logistics for administration of the California Critical Thinking Skills Test (CCTST)

Discussions

- What is the percentage of students with 32 or more general education credit hours and registered in a Chemistry 205 class? Very small. Most chemistry students are transfer students gaining credits to fulfill prerequisites. If only 3 students fit into a cohort, then is it a waste of time to administer the CCTST? Some students take their last general education requirements right before graduation or after graduating, which may skew the results.
- What constitutes a general education requirement? Courses required for the associate's degree that fulfill HWC's general education requirements. Course required for major, i.e. at four-year institution course is called a major course versus general education core course.
- It may be interesting to see how students with only 30 credit hours do on the CCTST. Should we create a fourth cohort? No, the second cohort will include these students: 45 credit hours, including 15 in general education. Last academic year the Assessment Committee decided to focus on general education credit hours.
- The Assessment Committee is administering the critical thinking measure (CCTST) for the first time at HWC. It is great news to see the number of faculty who have volunteered sections of their classes. Assuming that at least 100 sections are volunteered, they must include morning, evening, and weekend courses in order to ensure a representative sample of the HWC student body. We will continue to solicit volunteers, but the cut-off date is the next Assessment Committee meeting on Wed., September 24, 2003.

- As of today, 28 full-time faculty and 14 part-time faculty have volunteered a total of 80 sections.
- Some courses allow student to register before having completed English 101. Will this pose a problem? We will be testing courses that assign college credit. If the student is in English 0098 and taking Math 140 and the Math class is being tested, then the student would take the test. He or she may fall into the first cohort: 6 or fewer credits in general education. Students may be in a college level class and taking another developmental class, but as long as they have the number of general education credits required by one of the three cohorts, they will be included in the sample.
- If a student takes the CCTST in one class and then is in another class where the critical thinking measure will be administered, he or she will be excused from taking the exam again. We will identify students by name and social security number in order to verify college credits in SPAS. We can research all sections in SPAS to check student histories, but we are trying to avoid doing this by hand. We are waiting for a SPAS patch from District Office.
- The CCTST will be administered during Assessment Week, October 20-25, 2003, before most students drop courses. The Assessment Committee hopes to have results from the publisher by the end of Fall 2003 in order to forward useful information to faculty for discussion in Spring 2004.

Assessment Committee's charge

- The HWC Assessment Committee should be broadly represented. VP López assumed the chair position in March 2003 when she became the VP of Academic & Student Affairs at HWC. It is inappropriate for her to continue as chair of the Committee.
- VP López is a firm believer that assessment must be faculty owned and faculty driven. Assessment is strictly about student learning. VP López suggested the following model for the Committee:
 - One faculty member as chair, or
 - Two co-chairs: one faculty member and one administrator
- Academic & Student Affairs office will always support Assessment Committee efforts, i.e. provide budget, logistics, and legwork.

Discussions

- Mike Ruggeri suggested the following model for the Committee:
 - One faculty member as chair – elected for one year
 - One faculty member as vice-chair – elected for one year
 - One ex-officio administrator
 - One ex-officio Research & Planning
- We must clarify what membership should be. Non-tenured faculty must not assume the chair position. Membership was originally one person from each department.

Motion was made and seconded that the Assessment Committee have one faculty member as chairperson and one faculty member as vice-chairperson. Motion was unanimously approved.

- Scope of Committee – Mike Ruggeri suggested that the Committee be made up of at least one faculty member from each department and any other full-time faculty member that would like to be involved.
 - Seconded by Sammie Dortch
 - Helene Gabelnick against motion: Committee would be too big. Anyone can come to the meeting to speak and ask questions, but if voting occurs, then only members should vote.
 - Motion withdrawn
- Helene moved that the membership consist of one person representing each major discipline. How do we define discipline? Motion modified: One or two people from each department as determined by chairperson of department, i.e. Mathematics and Engineering; Biology and Physical Science; Humanities and Music; Foreign Languages and ESL; etc.

Motion was made and seconded that Committee membership consist of at least one and not more than two full-time faculty members from each department chosen by the department chairperson. Motion was unanimously passed.

- VP López suggested including Center for Distance Learning (CDL), Student Affairs, and a student representative. CDL must be included if thinking of quality of courses offered to students via non-traditional methods. Student Affairs should be included since the office is concerned with student development. Students have a different perspective than faculty and administration, and they should be included.

Motion was made to include a Student Affairs representative. Motion was unanimously passed with one abstention.

Motion was made and seconded to include an administrator from the Center for Distance Learning (CDL) as an ex-officio member chosen by the Dean of CDL. Motion was unanimously passed.

- Student member – Student Government or PTK? A suggestion was made that Sandra Banyard choose one student and not restrict to PTK. Suggestion made to ask Student Government to choose a student representative.
- Motion was made to allow Dean of Students to choose a student representative in order to have optimal student representation.

Motion was made and seconded that one student voting member, with at least a 2.5 grade point average, be recommended by Student Government Association and approved by the Dean of Student Services. Motion was unanimously approved.

ASSIGNMENT FOR NEXT MEETING-WED., SEPTEMBER 24, 2003:

- 1) Continue to recruit faculty volunteers, including part-time faculty, for administration of the CCTST during Assessment Week: October 20-25, 2003.
- 2) Submit names of faculty volunteers, sections, and number of students in each section.

CUT-OFF DATE: WEDNESDAY, SEPTEMBER 24th.

Meeting adjourned at 3:37 pm

Respectfully Submitted,
Angela M. Feliciano

Handouts (List): Assessment Resources

- *Faculty Volunteers for Critical Thinking Measure-Fall 2003 Grid,*
Composed by Angela M. Feliciano

NEXT MEETING :

Wednesday, September 24, 2003 @ 2:30 pm in Room 1136

Assessment Committee

Agenda

9/23/03

- 1. Discussion**
 - a. Volunteers for administration of the CCTST
 - i. 93 sections
 - ii. 2438 students
 - iii. 53 faculty volunteers: 39 F/T and 14 P/T
 - b. Assessment Committee's membership and charge
 - c. Relationship of the Cross-Disciplinary committees with the Assessment Committee
 - d. Extent of the role for the Cross-Disciplinary Committees

- 2. Assessment Conferences**
 - a. **November 3-4, 2003: IUPUI Assessment Institute, Indianapolis, IN**

- 3. Assignment for Wednesday, 10/01/03**
 - a. Work with faculty in your Department to determine:
 - i. Written charge for the Assessment Committee
 - ii. Deliverables -
 - b. Determine if any volunteered section is inappropriate

HWC ASSESSMENT COMMITTEE MEETING
September 24, 2003, 2:30 pm, Room 1136

Minutes

In attendance: Keenan Andrews (Research & Planning), Jennifer Asimow (Applied Science-Child Development), Astrid Babayan (Mathematics), Margarita Chavez (Foreign Language/ESL), Sammie Dortch (Applied Science), Jashed Fakhrid-Deen (Mathematics), Helene Gabelnick (Physical Science), Mark Henschel (Mathematics), Laurea Long (Mathematics), Cecilia L. López (VP, Academic Affairs), Willard Moody (English), Celia Perez (Library), Michael Ruggeri (Social Science), Armen Sarrafian (Art), Matthew Shevitz (Humanities/Music), Pierre Tchetgen (Humanities/Philosophy), and Glenn Weller (Information Technology).

Absent: Representatives from the following disciplines/office: Business, and Student Representative Ja'hnette Coleman.

Review minutes from last meeting-09/17/2003

- Minutes were not received by all members. They will be resent. Minutes will be reviewed and changes/revisions will be forwarded during next meeting-October 1, 2003.
- Minutes and all handouts are posted on Blackboard on Campus (BBOC) Assessment website. All Assessment Committee members have access to the site. Please call Angela at x5920 if you are not able to access the site on BBOC.

Volunteers for administration of the CCTST

- 39 full-time faculty and 14 part-time faculty volunteered 93 sections (2438 students) as of 9/24/03.
- Willard Moody will speak to English faculty in the hopes that sections for English 101 and 102 are volunteered.
- Michael Ruggeri will forward names of Social Science faculty who have volunteered their sections.
- VP López will speak to Stewart Cohen about Business faculty volunteers.
- In an attempt to save time and money, Committee members were asked to review the volunteers grid and check for courses with students not representative of typical HWC students (i.e. Chemistry 203-most students are enrolled at four-year schools; Math 207-most students are graduates of other schools). IR office will check SPAS student histories once faculty report back to Committee. Patch from District Office is almost complete. District will be calling Keenan Andrews with a few questions before completing the SPAS patch, which should be ready in 2-3 weeks.

Logistics for administration of CCTST

- Instructions for administering the CCTST will be reviewed by the Assessment Committee prior to Assessment Week. Committee members will have the opportunity to add or delete any instructions deemed necessary or unnecessary.

- Armen Sarrafian and the Art Department will design a flyer to advertise Assessment Week. A unique stamp/logo will also be designed for distribution to students who have taken the CCTST. Armen will have samples for the Committee to approve at the next meeting-October 1, 2003.

Assessment Committee's charge

- A draft model of the Assessment Committee's charge was distributed at the 9/10/03 meeting. As motions are passed, the Committee's charge will be developed.
- The HWC Assessment Committee should be broadly represented.
- The Student Services representative will be at the next meeting-October 1, 2003.
- Student representative Ja'hnette Coleman will be present at next meeting-October 1, 2003.
- VP López requested that the Assessment Committee consider changing its vote from ex-officio to voting member for the CDL representation.
- We need to clarify the following: Is the Assessment Committee a committee of the Faculty Council, or is it a standing committee?

Discussions

- A motion was made to allow CDL to be active members on Assessment Committee.
- Faculty Council is currently evaluating whether or not there needs to be a greater assessment of the quality of CDL courses. If CDL is under the same academic umbrella as the rest of the college, then CDL should be represented on Committee, and student learning in each of its courses should be assessed.
- An amendment to the motion was made allowing CDL to be a voting member as long as they come under the same assessment rubric as all the other courses at HWC.
- Willard Moody stated that CDL instructors are currently not following same procedures as HWC instructor, i.e. English 101TVC instructors are supposed to send exit essays to English Department at HWC for grading, but that is currently not happening (only one instructor sends in exit essays).
- CDL is accredited as are all of HWC's programs. NCA does not accredit individual programs, only institutions. We do not know if approval to offer courses on-line has been extended to CCC sister colleges. Accreditation is not dependent on funding.
- Faculty Council desires a channel of communication with the Chief Academic Office at HWC. They will begin to meet with VP López on a monthly basis and will soon bring to her the issues with regards to CDL. Faculty Council will meet with VP López on October 8, 2003.

- Motion to allow CDL to be active members on Assessment Committee was withdrawn, and CDL will be notified. At this point, the Assessment Committee will allow an ex-officio member from CDL, and discussions are pending.
- Per VP López's understanding, the Assessment Committee is a standing committee that has representation of Faculty Council as active members. It was never discussed if the Committee should be a sub-committee of Faculty Council. The Faculty Council is the ranking academic governing body at HWC, and Armen Sarrafian is the President. He will see that Faculty Council discusses this issue. If the Assessment Committee becomes a sub-committee of the Faculty Council, then it would report directly to Faculty Council and to administration. Faculty Council takes seriously the collaborative efforts of faculty such as the Assessment Committee, and will not veto decisions already made by the Committee. The next Faculty Council meeting is in October at which time Armen will address this issue.
- Presumably, the Assessment Committee oversees all assessment efforts of the college, with departments reporting directly to the Committee. How do we separate college-wide assessment efforts from department-level assessment efforts? Department-level assessment is concerned with how well we are teaching learning outcomes in individual courses whereas college-level assessment focuses on how we assessing student learning across the seven general education objectives of the college. Departments have always done some kind of assessment, but all the general education objectives have not been assessed. VP López found only three departments engaged in some kind of assessment when she arrived in March of 2003, English, Speech, and Math. Supposedly all departments were assessing student learning, but there was a great variability of what was being done and how useful the data were to faculty.

Motion was made and seconded that the first charge of the Assessment Committee read as follows:

Oversight of college-wide and department level assessment programs and activities.

Motion was unanimously approved.

Second Cross-Disciplinary Meeting – October 3, 2003 12:00 – 1:30 pm.

- Notice will be sent to all faculty via e-mail.

ASSIGNMENT FOR NEXT MEETING-WED., SEPTEMBER 24, 2003:

- 1) Review the volunteers' grid and check for courses with students not representative of typical HWC students (i.e. Chemistry 203-most students are enrolled at four-year schools; Math 207-most students are graduates of other schools).
- 2) Review the DRAFT copy of the Assessment Committee charge for further discussion at the next meeting-October 1, 2003.

Meeting adjourned at 3:45 pm.

Respectfully Submitted,
Angela M. Feliciano

Handouts (List): Assessment Resources

- *Faculty Volunteers for Critical Thinking Measure-Fall 2003 Grid*,
Composed by Angela M. Feliciano
- *DRAFT Assessment Program Administration: The Assessment Committee*,
Composed by Cecilia L. López

NEXT MEETING :

Wednesday, October 1, 2003 @ 2:30 pm in Room 1136

Assessment Committee

Agenda

10/01/03

1. **California Critical Thinking Skills Test (CCTST)**
 - a. Which volunteered sections should we retain/eliminate from the sample for administration of the CCTST?
 - i. 116 sections
 - ii. 66 faculty (47 F/T and 19 P/T)
 - iii. 3178 students
 - b. Review the Assessment Week Logo (Armen)
 - c. Review "How to Administer the CCTST" instruction sheet
 - d. Consider the logistics of administration
 - i. Contents of CCTST packet:
 - ✓ One instruction sheet
 - ✓ One CCTST booklet and answer sheet for each student
 - ✓ #2 pencils
 - ii. Responsibility for stuffing packets: Angela (Oct. 13-15)
 - iii. Responsibility for pick-up and delivery of packets?
 - ✓ Department Chairs? Department Secretaries?
 - ✓ Faculty? Members of the Assessment Committee?
 - iv. When should the packets be delivered to faculty?
 - v. Responsibility for drop off of materials: Faculty at the Security Desk
2. **Assessment Committee**
 - a. Charge and responsibilities
 - b. Chair and Vice Chair
3. **Cross-Disciplinary Learning Outcomes Groups**
 - a. Relationship to the Assessment Committee
 - b. Purpose and deliverables
4. **Important Dates**
 - a. October 3, 2003 (12:00 – 1:30): Cross Disciplinary Learning Outcomes Meeting
 - b. October 20-25, 2003: Assessment Week
5. **Assessment Conferences**
 - a. November 3-4, 2003: Assessment Institute, IUPUI, Indianapolis, IN
 - b. March 3, 2003: Assessment Fair, Oakton Community College, IL
6. **Assignment for Wednesday, 10/08/03**
 - a. Recruit "Content Expert" for Cross-Disciplinary Learning Outcomes meeting
 - b. Review logistics of CCTST and administration instructions
 - c. Consider written charge for the Assessment Committee

HWC ASSESSMENT COMMITTEE MEETING
October 1, 2003, 2:30 pm, Room 1136

Minutes

In attendance: Keenan Andrews (Research & Planning), George Bickford (Office of Instruction), Margarita Chavez (Foreign Language/ESL), Ja'hnette Coleman (Student Government Association), Sammie Dortch (Applied Science), Uthman Erogbogbo (Biology), Jashed Fakhrid-Deen (Mathematics), Helene Gabelnick (Physical Science), Laurea Long (Mathematics), Cecilia L. López (VP, Academic Affairs), Willard Moody (English), Carrie Nepstad (Applied Science), Celia Perez (Library), Peggy Rademaker (Center for Distance Learning), Michael Ruggeri (Social Science), Armen Sarrafian (Art), Matthew Shevitz (Humanities/Music), Pierre Tchetgen (Humanities/Philosophy), and Glenn Weller (Information Technology/Business).

Absent: Representative from Student Services.

Review: Minutes from last two meetings-09/17/2003 & 9/24/03

- Minutes were reviewed and changes/revisions will be forwarded to Angela.
- Minutes and all handouts are posted on Blackboard on Campus (BBOC) Assessment website. All Assessment Committee members have access to the site. Please call Angela at x5920 if you are not able to access the site on BBOC.

Discussion: Volunteers for administration of the CCTST

- 47 full-time faculty and 21 part-time faculty have volunteered 119 sections (3253 students) as of 10/01/03.
- After reviewing the grid for any section(s) that would not yield students in the three cohorts, committee members felt that the higher-level courses should be retained in the sample since those courses were more likely to yield students who fit the third cohort (32 or more credits in general education).
- Students who have a baccalaureate degree will be dropped from the sample, but their individual scores will be available if we choose to compare them to the other three cohorts.

Motion was made and seconded to administer the CCTST to all the sections that were volunteered. Motion was unanimously approved.

Review: Assessment Week Logo, Posters, and Brochures

- Armen Sarrafian provided Committee members with a poster and brochure he developed for distribution to students the week prior to Assessment Week. The brochure will direct students to call the Vice President's office, specifically Angela Feliciano, with any questions.
- The moniker selected for Assessment Week is: **MEASURE YOUR MIND**
- The logo/icon selected for Assessment Week is: ∞
?

- The Committee agreed to empower Armen and his department make changes and finalize the brochure, logo, and posters. A “Frequently Asked Questions” section will be added to the brochure.
- “Receipt Cards” will be printed for distribution to students who complete the CCTST. Instructors will write the student’s name and social security number, and initial the card.
- Pierre Tchetgen and Margarita Chavez volunteered to work with Armen to develop appropriate language for the Assessment Week brochure.
- Committee members discussed the feasibility of making CCTST results available to students. Scores can be posted on a password protected website that students can access.

Motion was made and seconded to make scores available to students in a way that CCTST scores will not in any way be linked back to individual faculty. Motion was unanimously passed.

Discussion: Administration of the CCTST

- Committee reviewed the handout “How to Administer the California Critical Thinking Skills Test (CCTST).” The instructions sheet was copied verbatim from the publisher’s instruction except where bolded, and it lists what instructors must do before starting the CCTST, during the testing period, and after the test period is over. It also lists precautions against invalidating the test session or instrument. Students need 5-10 minutes to settle down and the test period is 45 minutes.

Motion was made and seconded to have students write their name and social security number, including filling in the bubbles, on the response form during the administration of the CCTST. Motion was unanimously passed.

- A lengthy discussion ensued regarding specific parts of the Instructions for administering the CCTST.
- Angela will sort test packets. Each packet will include test booklets, response forms, #2 pencils, scratch paper, and receipt cards. Course section information will be printed on the packet, and an instructions sheet will be stapled to the outside of the packet. All items will be collected from students, including pencils and scratch paper.
- Instructors will **pick up** test packets from VP López’s office, room 1134 on the day of test. Instructors will be required to sign a log stating that they have received the packet.
- Test packets must be **dropped off** at the security station in the lobby after administration of the test. Instructors will sign a log stating that they have dropped off the test packet.

Assessment Committee’s Charge

- A draft model of the Assessment Committee’s charge was distributed at the meeting. As motions are passed, the draft charge will be revised. The draft charge has been updated to reflect the motions passed by the Assessment Committee.

ASSIGNMENT FOR NEXT MEETING-WED., OCTOBER 8, 2003:

- Review the DRAFT copy of the Assessment Committee charge for further discussion at the next meeting-October 8, 2003.

Meeting adjourned at 3:54 pm.

Respectfully Submitted,
Angela M. Feliciano

Handouts (List): Assessment Resources

- ✓ *HWC Definition and Philosophy of the Assessment of Student Learning*,
Composed by Cecilia L. López
- ✓ *Faculty Volunteers for Critical Thinking Measure-Fall 2003 Grid*,
Composed by Angela M. Feliciano
- ✓ *DRAFT Assessment Program Administration: The Assessment Committee*,
Composed by Cecilia L. López
- ✓ Brochure: ∞ Measure your mind...ASSESSMENT
?

NEXT MEETING :

Wednesday, October 8, 2003 @ 2:30 pm in Room 1136

HWC ASSESSMENT COMMITTEE MEETING
October 8, 2003, 2:30 pm, Room 1136

Minutes

In attendance: Ja'hnette Coleman (Student Government Association), Sydney Daniels (English/Speech), Helene Gabelnick (Physical Science), Mark Henschel (Mathematics), Cecilia L. López (VP, Academic Affairs), Willard Moody (English), Celia Perez (Library), Peggy Rademaker (Center for Distance Learning), Michael Ruggeri (Social Science), Matthew Shevitz (Humanities/Music), Pierre Tchetchgen (Humanities/Philosophy), and Glenn Weller (Information Technology/Business).

Absent: Representatives from Applied Science, Art, Foreign Language/ESL, Research & Planning, and Student Services.

Review: Minutes from last meeting-10/1/08

- Minutes were reviewed and changes/revisions will be forwarded to Angela.
- Minutes and all handouts are posted on Blackboard on Campus (BBOC) Assessment website. All Assessment Committee members have access to the site. Please call Angela at x5920 if you are not able to access the site on BBOC.

October 3, 2003-Meeting of the Cross-Disciplinary Learning Outcomes Groups

- Currently, the major disciplines are not represented, and one group has only female members. We need more diversity in the groups. Please consider joining a cross-disciplinary group or get colleagues to join.

Discussion: Administration of the CCTST

- Three additional faculty members in the English/Speech department volunteered their sections. The current totals are as follows:
 - o 119 sections
 - o 68 faculty (47 F/T and 21 P/T)
 - o 3,254 students
- Instructions for administering the CCTST were reviewed by the Assessment Committee and changes were made.
 - o Faculty volunteers need to encourage student to carry the receipt cards during Assessment Week.
 - o If a student who has already taken the CCTST forgets to carry his/her receipt card, excuse the student.
 - o Define Critical Thinking.
 - o There are some security concerns about printing the students' social security number on the receipt cards. Committee members decided not to print social security numbers on the receipt cards. Instead, the following information will be printed on the cards: student name, course & section, date, and faculty initials.
 - o Committee members will review instructions for the administration of the CCTST once more before final revisions are made and distributed to all faculty volunteers.
 - o If the fire alarm sounds during the testing period, please evacuate the building and ensure that students have left all test booklets and response forms behind in the classroom. The test for that period will be automatically invalidated.

Discussion: Assessment Committee's Charge

- A draft model of the Assessment Committee's charge was distributed at the meeting. As motions are passed, the draft charge will be revised. The draft charge has been updated to reflect the motions passed by the Assessment Committee.
- Students should be included in the opening statement of the Assessment Committee charge. Committee members agreed.
- The opening statement of the Assessment Committee charge should not end with..."with campus wide representation." The statement means that the Committee will be representative of the entire college. There is no representation for non-credit courses and special programs. Some colleges include members from departments such as business office and financial aid to represent overall institutional effectiveness.

Motion was made and seconded that the opening statement not state, "...with campus wide representation." Motion was passed with no abstentions and one negative.

- The opening statement should not be used without the membership statements following it.
- Under the Assessment Committee charge, bullets #2 and #3 can be combined with bullet #1. Bullet #3 should be shortened, and the education component should be combined with bullet #1. Bullet #4 should start with the word educate; there is no need to repeat oversight.
- The Assessment Committee charge was created for use as a model with general ideas of the Committee's membership and responsibilities. Currently, there is too much detail in the charge of the Committee that can be transferred to the responsibilities section.
- The Assessment Committee will report all assessment efforts to VP Cecilia López, the Chief Academic Officer (CAO) at HWC.
- Motion was made and seconded to make the CAO an *ex officio* member of the Assessment Committee. Discussion followed:
 - o With the exception of one student member, faculty are the only voting members.
 - o Part of the problem in the past was that the Assessment Committee was entirely comprised of faculty and faculty driven.
 - o NCA has approved in the past two co-chairs, one faculty and one administrator.
 - o There was some concern that administration may not support the Committee if the CAO is not a voting member. If assessment is in the CAO job description, then support must follow.
 - o Although we trust the current CAO, administration is changing and we do not know what to expect. Tensions will arise if the CAO is outvoted.
 - o Membership will be reviewed at the beginning of every fiscal year during the first Assessment Committee meeting of the year.
- Discussions against the motion were as follows:

- The Committee is a joint faculty and administration committee and the CAO must have voting power.
 - Faculty may not always be on track.
 - In principle, the CAO should always be a voting member.
 - Membership of CAO can change at any given year when membership and charges are reviewed.
 - The Committee needs the expertise of the CAO when it comes to assessment efforts.
- Motion was withdrawn and will be revisited at next week's Assessment Committee meeting. Committee members will go back to their departments and ask faculty how they feel about having the CAO as a voting member on the Committee.
- The Assessment Committee charge will be revised by VP López and e-mailed to Committee members.

ASSIGNMENT FOR NEXT MEETING-WED., OCTOBER 15, 2003:

- Check with faculty members to get their opinions on the membership of the CAO, whether it should be voting or *ex officio*.
- Review the DRAFT copy of the Assessment Committee charge for further discussion at the next meeting-October 15, 2003.

Meeting adjourned at 3:30 pm.

Respectfully Submitted,
Angela M. Feliciano

Handouts (List): Assessment Resources

- ✓ *Instructions: How to Administer the California Critical Thinking Skills Test (CCTST)*
- ✓ *DRAFT Assessment Program Administration: The Assessment Committee*

NEXT MEETING :

Wednesday, October 15, 2003 @ 2:30 pm in Room 1136

HWC ASSESSMENT COMMITTEE MEETING
October 15, 2003, 2:30 pm, Room 1136

Minutes

In attendance: Keenan Andrews (Research & Planning), Astrid Babayan (Mathematics), George Bickford (Office of Instruction), Margarita Chavez (Foreign Language/ESL), Sydney Daniels (English/Speech), Sammie Dortch (Applied Science), Jashed Fakhrid-Deen (Mathematics), Helene Gabelnick (Physical Science), Mark Henschel (Mathematics), Laura Long (Mathematics), Cecilia L. López (VP, Academic Affairs), Willard Moody (English), Carrie Nepstad (applied Science-Child Development), Celia Perez (Library), Michael Ruggeri (Social Science), Matthew Shevitz (Humanities/Music), Pierre Tchetgen (Humanities/Philosophy), and Glenn Weller (Information Technology/Business).

Absent: Representatives from the Art Department, Center for Distance Learning, Student Government Association, and Student Services.

Review the Minutes from last meeting-10/8/08

- Minutes were not available for review. VP López will forward them to Committee members as soon as they are available. Changes/revisions can be forwarded to Angela.
- Minutes and all handouts are posted on Blackboard on Campus (BBOC) Assessment website. All Assessment Committee members have access to the site. Please call Angela at x5920 if you are not able to access the site on BBOC.

E-mail Problems

- District Office is moving e-mail users from one server to another and problems will inevitably arise. Please let Angela know if you are experiencing problems with e-mail.
- VP López, Astrid Babayan, and Sydney Daniels reported problems with e-mail. YeVetta Gibson has been notified.

October 3, 2003-Meeting of the Cross-Disciplinary Learning Outcomes Groups

- The original seven cross-disciplinary groups were collapsed into four groups to allow more diversity in each group.
- VP López requested from each group the following: facilitator name, member names, what the learning constructs are, and date for next group meeting. Group responses were received, and VP López compiled a worksheet with information on all four groups for Assessment Committee members to review.
- Assessment Committee members should consider joining a group of interest and/or recruiting. Currently, no single group is representative of all disciplines at HWC.
- **Sammie Dortch** volunteered to join the Humanities group, and **Mark Henschel** volunteered to join the Diversity group.
- The next step for the Cross Disciplinary groups is to further develop and refine the learning outcomes for their area, submit those to the Assessment Committee for its review, and then develop measures by Spring or Fall 2004. VP López hopes that by summer 2004 the groups

and the Assessment Committee are in a position to have agreed upon a definition, learning outcomes and a measure for Diversity.

- After Assessment Week, VP López will draft an e-mail that will include the name of all four groups, including the facilitator name(s), and send it to all faculty members requesting them to consider joining a cross-disciplinary group.

Administration of the CCTST

- Stuffing of the packets is underway. Each packet will include two envelopes with the following:
 - o Envelope #1: Instructions for Administration of the CCTST
Test Booklets
 - o Envelope #2: Response Forms
Scratch Paper
Receipt Cards
Pencils
- VP López needs volunteers to deliver/pick up test packets during Assessment Week. Wednesday is the heaviest day with 42 sections, and volunteers are especially needed on this day. Please call Angela at x5920 and volunteer to help during Assessment Week.
- Completed test packets will be picked up every hour on the hour from the security desk on the first floor, and the test booklets will be checked for markings.
- Please listen for any faculty comments, positive or negative, and report them back to the Assessment Committee. The process can be modified for the next assessment testing, Fall 2004.
- An evaluation form will be sent to faculty who volunteered their sections after Assessment Week. **Jashed Fakhrid-Deen, Mark Henschel, Laurea Long, Carrie Nepstad, and Matthew Shevitz** will work together to develop an evaluation survey that faculty can use to submit any comments to the Assessment Committee regarding the administration of the CCTST.
- Brochures for students regarding Assessment Week and the administration of the CCTST were not available until 10/15/03. Please forward the brochures to faculty members who volunteered their sections. The brochures should be disseminated to students during Assessment Week.

Assessment Committee's Charge

- It is difficult to work in a large group and come to agreement on the charge of the Assessment Committee. VP López suggested working in small groups that can then report to the Assessment Committee.
- Committee members agreed to have a smaller group (3-4 members) work on reviewing/revising the charges. The Committee agreed that a member of the Faculty Council be a member of the smaller group. **Sammie Dortch, Carrie Nepstad, and Celia Perez** will

work together to review and revise the charges of the Committee. They will report back to the Committee during the next meeting-10/29/03.

- *Ex officio* means “by virtue of the office.” Therefore, voting status must be clearly stated in the charge of the Assessment Committee.

Meeting adjourned at 3:34 pm.

Respectfully Submitted,
Angela M. Feliciano

Handouts (List): Assessment Resources

- ✓ *Brochure: Measure your mind...ASSESSMENT*
- ✓ *Instructions: How to Administer the California Critical Thinking Skills Test (CCTST)*
- ✓ *DRAFT Assessment Program Administration: The Assessment Committee*
- ✓ *Faculty Volunteers Grid*
- ✓ *Learning Outcomes: Group Responses from Meeting of 10/3/03*

NO MEETING ON OCTOBER 22, 2003.

**PLEASE VOLUNTEER TO HELP DURING
ASSESSMENT WEEK.**

NEXT MEETING :

Wednesday, October 29, 2003 @ 2:30 pm in Room 1136

HWC ASSESSMENT COMMITTEE MEETING
October 29, 2003, 2:30 pm, Room 1136

Minutes

In attendance: Keenan Andrews (Research & Planning), Jennifer Asimow (Applied Science-Child Development), George Bickford (Office of Instruction), Margarita Chavez (Foreign Language/ESL), Sydney Daniels (English/Speech), Sammie Dortch (Applied Science), Helene Gabelnick (Physical Science), Mark Henschel (Mathematics), Lauea Long (Mathematics), Cecilia L. López (VP, Academic Affairs), Willard Moody (English), Carrie Nepstad (Applied Science-Child Development), Celia Perez (Library), Michael Ruggeri (Social Science), Armen Sarrafian (Art), Matthew Shevitz (Humanities/Music), and Glenn Weller (Information Technology/Business).

Absent: Representatives from the Peggy Rademaker (Center for Distance Learning), Ja'hnette Coleman (Student Government Association), and Student Services.

Correction to Agenda

- Add agenda item 4: "Armen Sarrafian - Report from Faculty Council"

Review the Minutes from last meeting-10/15/03

- Minutes were e-mailed to committee members on 10/20/03. Please provide Angela with any changes and/or revisions.
- Minutes and all handouts are posted on Blackboard on Campus (BBOC) Assessment website. All Assessment Committee members have access to the site. Please call Angela at x5920 if you are not able to access the site on BBOC.

October 3, 2003-Meeting of the Cross-Disciplinary Learning Outcomes Groups

Discussion

- What is the relationship between the cross-disciplinary learning outcomes groups and the Assessment Committee?

Motion was made and seconded to have the Cross-Disciplinary Learning Outcomes Groups report to the Assessment Committee. The motion was unanimously approved.

- All four cross-disciplinary learning outcomes groups have representation from the Assessment Committee. It is critical that this representation be maintained.
- How can we receive learning outcomes from each cross-disciplinary group? There is a model already on campus called the Curriculum Committee. The committee is made up of one representative from each department. This representative is the person who brings to the committee any DRAFT proposal seeking approval.

Motion was made and seconded that reports from the Cross-Disciplinary Learning Outcomes Groups will come to the Assessment Committee as a DRAFT form for final approval. Motion was unanimously approved.

- VP López will send the cross-disciplinary groups a copy of the motion that was just passed. This procedure will allow the Assessment Committee to provide expertise and guidance for groups.
- When can the Assessment Committee expect reports from the cross-disciplinary groups? We cannot tell a group when and how often to meet. Groups may be meeting online on BBOC or via e-mail more often than they can physically meet. However, the Assessment Committee can set a deadline for when reports are due. VP López is available to meet with the groups to provide assistance.
- Although Diversity is the next topic the Assessment Committee would like to assess, it doesn't have to be. VP López would rather the cross-disciplinary groups come up with good products rather than speed up the process to meet a deadline.
- The Assessment Committee needs to create an assessment calendar. VP López will work on it and report progress at next meeting.

Debriefing: California Critical Thinking Skills Test (CCTST)

PLUS

- The logistics went very well, i.e. drop off, pick up, pencils, organization, etc.

DELTA

- The Assessment Committee did not take students with special needs into consideration. Debbie Miles was contacted too late to have the test taped, enlarged, etc. Angela will provide Debbie with the test for the next administration.
- Although students were informed a couple of weeks prior to the administration of the test, they still demanded an explanation.
- Some students refused to take the test because the test may be biased.
- Student misunderstood the purpose of the test. Some faculty members may not have known the purpose of the test.
- The Assessment Committee must work on public relations, in addition to providing a brochure to students.
- The dates selected for the administration of the test were problematic. The test was administered the week prior to mid-term exams.
- Vinita Ricks skimmed through the test and her initial response is that she is not surprised by the students' comments. There is a real disconnect from what students get from high school and what is expected in college. They have no systematic or analytical thinking skills. This test was a middle class kind of test, and the Committee could have chosen another.
- The Assessment Committee spent one entire semester selecting a test that could be used at HWC that would best fit our students. The conclusion that the Committee arrived at was that

there is no perfect test for critical thinking, and of the tests reviewed and considered, the CCTST best aligned with the Committee's stated learning outcomes for critical thinking.

Report from Subcommittee on the CCTST Post Administration Survey

- Laurea Long provided copies of the survey she developed.
- The survey was made up of all open-ended questions, and the Assessment Committee suggested that Laurea use no more than two open-ended questions and scale questions to make the survey more objective and useful for statistical analysis.
- Please forward any comments to Laurea Long who will meet with VP López to develop the final survey.
- Glen Weller will investigate options for placing the survey on Black Board on Campus.

Armen Sarrafian: Report from Faculty Council

- The Faculty Council met on 10/28/2003.
- Before making any decisions on the reporting of Assessment Committee, the Council wanted more information, i.e. How is membership determined? What is the charge of the Assessment Committee? What does the Assessment Committee feel its role is, and how does it relate to Faculty Council?
- The Council is willing to review a DRAFT copy of the Assessment Committee's current charge.
- The Council does want to formalize the relationship.

Report from the Subcommittee on Assessment Committee Charge

- The subcommittee membership is as follows: Carrie Nepstad is the chairperson; Sammie Dortch and Celia Perez are members.
- The subcommittee will have a report for the Assessment Committee during the next meeting on 11/5/2003.

Additional Discussion

- Of the 3, 200+ students in the pool of 119 sections volunteered, approximately 2500-2700 students took the CCTST.
- We are now erasing all marks made in the test booklets.
- Keenan Andrews is working on matching the response forms with the list District Office provided to fit into one of the three cohorts as follows:
 - 001 – 6 or fewer general education credit hours
 - 002 – 45 credit hours with at least 15 in general education
 - 003 – 32 or more general education credit hours

- There was some interest into looking at the students who did not fall into any of the three cohorts, and how this could be done.
- VP López is seeking volunteers to help Keenan code the response forms into one of the three cohorts. The list District Office sent us is in electronic form, which may be easier to work with.

Meeting adjourned at 3:45 pm.

Respectfully Submitted,
Angela M. Feliciano

Handouts (List): Assessment Resources

- ✓ *Survey for Participants in Critical Thinking Test*, developed by Laurea Long.

NEXT MEETING :

Wednesday, November 5, 2003 @ 2:30 pm in Room 1136

Assessment Committee

Agenda

11/12/03

1. **No Minutes for 11/15/03. (Meeting spent coding CCTST answer sheets)**
 2. **Discussion:** Rethinking CCTST cohort ranges
 3. **Discussion:** CCTST Post Administration Survey
 4. **Report from Subcommittee on Assessment Committee Charge**
 5. **Assessment Conferences**
 - a. March 3, 2003: Assessment Fair, Oakton Community College, IL
 6. **Assignment for Assessment Week (November 5, 2003)**
 - a. Encourage volunteers to complete the Assessment Week Survey
 - b. Continue work on Assessment Committee Charge
 - c. Coding volunteers needed
-

HWC ASSESSMENT COMMITTEE MEETING
November 12, 2003, 2:30 pm, Room 1136

Minutes

In attendance: Keenan Andrews (Research & Planning), Jennifer Asimow (Applied Science-Child Development), Margarita Chavez (Foreign Language/ESL), Sydney Daniels (English/Speech), Sammie Dortch (Applied Science), Jashed Fakhrid-Deen (Mathematics), Helene Gabelnick (Physical Science), Mark Henschel (Mathematics), Cecilia L. López (VP, Academic Affairs), Willard Moody (English), Carrie Nepstad (Applied Science-Child Development), David Richardson (Humanities), Vinita Ricks (Social Science), Michael Ruggeri (Social Science), Armen Sarrafian (Art), and Cheryl Walker (Center for Distance Learning).

Absent: Celia Perez (Library), Ja'hnette Coleman (Student Government Association), Glenn Weller (Information Technology/Business), and Student Services.

No Minutes for last meeting-11/05/03

- The meeting was spent coding CCTST answer sheets.

Discussion: Rethinking CCTST cohort ranges

- VP López encountered a problem with the data that District Office forwarded to her. The number of students in the report totaled 2,017. The data reflected students who had completed 6 credit hours of coursework in general education, but not students who completed 0-5 credit hours. The data showed a very small number of students who have completed 45 credit hours of which 15 are in general education.
- VP López requested a second report from District Office, which listed 7,517 students. The report included the total number of general education credit and total number of credit hours earned toward graduation for each student.
- Keenan formatted the data to show total general education credit hours.
- VP López presented the Committee for its consideration four proposed cohorts:
 - o 0-3 GE credit hours = 4,135 students
 - o 4-15 GE credit hours = 1,661 students
 - o 16-30 GE credit hours = 1,017 students
 - o 31-105 GE credit hours = 700 students
- Originally, the Committee targeted general education courses, but later decided to administer the CCTST to all faculty members who volunteered. Per SPAS, of the 119 sections volunteered, we should have administered the CCTST to 3,254 students. However, not all students were present in class, and some students were enrolled in more than one class that was volunteered. We tested at approximately 2,800 students.
- Statistically, why does it matter how many cohorts the Committee decides on? We need a minimum of 250 students in each cohort, and we will not find 250 students with 45 or more credit hours.
- Can the data be resorted using graduation hours? The Committee requested a break down by total hours toward graduation before committing to a range for the cohorts. VP López will e-

mail Committee members an analysis using total graduation hours for review. Committee members need to formulate a rationale for changing the ranges we had originally agreed upon.

- The rationale VP López has for the four cohorts she presented to the Committee is as follows:
 - o 0-3 hours: Any student with 0-3 hours has a minimum of one course and little exposure to critical thinking
 - o 4-15 hours: targets A.A.S. students
 - o 16-30 hours: students with some exposure to general education courses
 - o 31-105 hours: students with substantial critical thinking exposure

Discussion: CCTST Post Administration Survey

- VP López made a few changes based on the feedback received from Helene and Armen. Committee members made additional suggestions during the meeting.
 - o Questions were separated by a horizontal line
 - o Date for submittal was changed to Friday, November 21, 2003
 - o The word “ever” was removed from page 1 and 2
 - o The wording was changed to reflect that the brochure was for students rather than the faculty
 - o Question #9, add the word “that”
 - o Second paragraph, change “a couple” to “a few” minutes
 - o Type the word “OVER” at the bottom of the first page
 - o Statement revised: “We will take your comments and suggestions seriously.”
 - o Remove question #13
- Committee members decided that distribution and collection of the survey would model the Faculty Council’s format; an envelope, with a list of faculty names stapled to the outside, will be delivered to a Committee members. Angela will call the Committee member when the envelope has been delivered.

Report from the Subcommittee on Assessment Committee Charge

- The subcommittee added various sections, including the Chair, Vice Chair, and Secretary designation and responsibilities.
- The definition of Assessment as viewed by the Committee was also added. VP López inserted a few pages in the new HWC catalog under Academic Programs regarding the philosophy of general education and a statement of assessment on student learning, both of which are included in the index.
- The subcommittee also reviewed the relationship of the Assessment Committee and the Faculty Council. Armen will meet with the subcommittee and make suggestions.

Meeting adjourned at 3:35 pm.

Respectfully Submitted,
Angela M. Feliciano

Handouts (List): Assessment Resources

- ✓ Table: *Total General Education Credits by Total Number of Students*

- ✓ *Assessment Week Survey*

- ✓ *DRAFT: Assessment Committee Charge*, developed by the Subcommittee on the Assessment Committee Charge

NEXT MEETING :

Wednesday, November 19, 2003 @ 2:30 pm in Room 1136

HWC ASSESSMENT COMMITTEE MEETING
November 19, 2003, 2:30 pm, Room 1136

Minutes

In attendance: Jennifer Asimow (Applied Science-Child Development), Margarita Chavez (Foreign Language/ESL), Sydney Daniels (English/Speech), Sammie Dortch (Applied Science), Jashed Fakhrid-Deen (Mathematics), Helene Gabelnick (Physical Science), Laurea Long (Mathematics), Cecilia L. López (VP, Academic Affairs), Willard Moody (English), Carrie Nepstad (Applied Science-Child Development), Celia Perez (Library), Matthew Shevitz (Humanities), Armen Sarrafian (Art), and Glenn Weller (Information Technology/Business).

Absent: Keenan Andrews (Research & Planning), Ja'hnette Coleman (Student Government Association), Peggy Rademaker (Center for Distance Learning), Michael Ruggeri (Social Science), and Student Services.

Review minutes for last meeting-11/12/03

- Review minutes and send any corrections/revisions to Angela.
- Minutes and all handouts are posted on Blackboard on Campus (BBOC) Assessment website. All Assessment Committee members have access to the site. Please call Angela at x5920 if you are not able to access the site on BBOC.

Discussion: Rethinking CCTST cohort ranges, using total credit hours toward graduation

- The *Credit Hours Toward Graduation by Number of Students* table was distributed.
- The total population for fall 2003 in credit bearing courses is 7,519.
- The first range proposed by VP López was zero credit hours. The total number of students with zero credit hours is 2,743. These students have not earned any credits in the District, which can include ESL, remedial, new, and graduate students.
- The second range proposed by VP López was 1-15 total credit hours toward graduation. The total number of students with 1-15 credit hours is 2,167.
- The third range proposed by VP López was 16-40 total credit hours toward graduation. The total number of students with 16-40 credit hours is 1,655.
- The fourth range proposed by VP López was 41-192 total credit hours toward graduation. The total number of students with 41-192 credit hours is 954, the bulk of which have 41-70 credit hours toward graduation.
- It is atypical for a student to accumulate 192 credit hours, and it creates a false spread to include students with that many credit hours. The Committee should consider a cut-off. A vocational program with the highest number of credit hours necessary is the A.A.S. degree with 70 credit hours.
- Every student who took the CCTST will be counted.
- The minimum number of students necessary per cohort is 250.

- Committee members suggested finding out total number of students who took the test, how many credit hours they have, and then create a spreadsheet which will be used to determine cohorts. The problem with determining the cohorts this way is that they will not be representative of the population at HWC; the cohorts would be representative of the sample. The ranges should be based on the population of the College, and the cohorts should be representative of the population.
- Committee members suggested a number of different approaches to determining cohort ranges.
- Committee members agreed to use Willard's proposed cohort ranges with modification.

Motion was made and seconded to use college-wide quartiles that faculty recognize, which include total credit hours students need to complete an academic year. The cohorts are as follows:

- **Cohort 001 = 0 credit hours**
- **Cohort 002 = 1-15 credit hours**
- **Cohort 003 = 16-30 credit hours**
- **Cohort 004 = 31+**

Motion was unanimously passed.

- The first cohort will be sorted to eliminate any graduate students, which will be determined by SPAS.
- Faculty members who volunteered to administer the CCTST should be informed of the new cohorts.
- Keenan is working to hire a part-time research assistant who will help recode the answer sheets. Please consider volunteering to help in this endeavor.

CCTST Post Administration Survey

- The survey is due on Friday, November 21, 2003. Armen and Jennifer have volunteered to work together to create a spreadsheet that is comprehensible and statistically informative.

Report from the Subcommittee on Assessment Committee Charge

- The subcommittee's report will be addressed at the next meeting of the Assessment Committee-11/26/03.

ASSIGNMENT FOR NEXT MEETING-11/26/03

- ❖ Think through carefully all the areas of the Assessment Committee Charge that was e-mailed by Carrie Nepstad.

Meeting adjourned at 3:45 pm.

Respectfully Submitted,
Angela M. Feliciano

Handouts (List): Assessment Resources

- ✓ Table: *Credit Hours Toward Graduation by Number of Students*
- ✓ *DRAFT: Assessment Committee Charge*, developed by the Subcommittee on the Assessment Committee Charge

NEXT MEETING :

Wednesday, November 26, 2003 @ 2:30 pm in Room 1136

Harold Washington College
Assessment Committee
Subcommittee – Assessment Charge

November 19, 2003

Points for discussion regarding the Assessment Charge

- Review the section entitled, “Assessment Committee’s relationship to Harold Washington College Faculty Council”. Not council’s approval of committee policy;
- Discuss Faculty Council’s concerns regarding the membership process of the Assessment Committee (Armen);
- Review the section entitled, “Assessment Committee’s relationship to the Academic Departments”. Discuss format for committee work with departments.
- Not officers’ responsibilities
- Review the Assessment Program’s goals and definition of assessment as listed on the assessment website
<http://faculty.ccc.edu/colleges/hwashington/assess/goals.html>

HWC ASSESSMENT COMMITTEE MEETING
November 26, 2003, 2:30 pm, Room 1136

Minutes

In attendance: Jennifer Asimow (Applied Science-Child Development), George Bickford (Office of Instruction), Margarita Chavez (Foreign Language/ESL), Sydney Daniels (English/Speech), Sammie Dortch (Applied Science), Helene Gabelnick (Physical Science), Mark Henschel (Mathematics), Cecilia L. López (VP, Academic Affairs), Willard Moody (English), Carrie Nepstad (Applied Science-Child Development), Celia Perez (Library), Michael Ruggeri (Social Science), Matthew Shevitz (Humanities), Armen Sarrafian (Art), and Glenn Weller (Information Technology/Business).

Absent: Keenan Andrews (Research & Planning), Ja'hnette Coleman (Student Government Association), Peggy Rademaker (Center for Distance Learning), and Student Services.

Review minutes for last meeting-11/19/03

- Review minutes and send any corrections/revisions to Angela.
- Minutes and all handouts are posted on Blackboard on Campus (BBOC) Assessment website. All Assessment Committee members have access to the site. Please call Angela at x5920 if you are not able to access the site on BBOC.

CCTST Post Administration Survey

- The surveys were due on Friday, November 21st. Armen and Jennifer have volunteered to work together to create a spreadsheet that is comprehensible and statistically informative. They will present the data at next week's meeting.

Assessment Conferences

- The Office of Academic & Student Affairs has a small budget designated for faculty expenditures incurred at assessment conferences during fiscal year 2003-2004. If any full-time faculty member would like to attend an assessment conference, please contact VP López.

Report from the Subcommittee on Assessment Committee Charge

- Most of the meeting was turned over to Carrie Nepstad and the subcommittee's report on the Assessment Committee Charge.
- The last revision that was made to the charge was on November 24, 2003. Carrie e-mailed it to all Assessment Committee members along with the document entitled *Points for discussion regarding the Assessment Charge*.
- Ms. Nepstad reviewed the proposed relationship between the Assessment Committee and the Faculty Council.
 - o The Assessment Committee is a standing committee. Faculty Council would serve as an advisory council to the Assessment Committee versus supervisory. "Supervisory" suggests managerial, so the language in the first bullet under the relationship of the Assessment Committee with Faculty Council should change to "approval and oversight". Faculty Council may have language regarding standing committees under

- the Council. Whatever terminology applies to the Curriculum Committee should also apply to the Assessment Committee.
- Faculty Council is concerned about the meaning of “social culture”. Additionally, it would like to review the logistics of Assessment Week, i.e. conflicting with mid-term exams.
 - Need to clarify membership of Faculty Council representative on Assessment Committee. The Faculty Council representative should only count as one vote, i.e. a faculty member cannot represent Faculty Council and his/her department. Under the membership section of the charge, the last bullet should read as follows: **One member of the Faculty Council appointed by the Faculty Council.**
 - The definition of “Assessment” was established in November 1996 by AAHE. The definition was derived from a national survey that was sent to faculty and some administrators (directors of assessment). The HWC draft 2003-2006 catalog includes a definition of assessment on page 95, and every word is reflected back to students. VP López will provide definitions of assessment from AAHE and NCA, both of which are very similar, to the committee during next week’s meeting. Assessment is a process whose sole purpose is to improve student learning. Assessment cannot be about evaluating faculty.
 - All faculty members will be informed of the results of the CCTST. The results may be posted in the President’s Bulletin. However, individual students’ scores will be provided but will not be linked to individual faculty.
 - The Assessment Committee should consider developing goal and purpose statements.
 - The Assessment Committee decided that each department could have a total of two representatives (max.). Consequently, each department can have two votes. A larger department’s vote will weigh equally with a smaller department’s vote, i.e. a member cannot vote if he/she has not attended committee meetings.

Motion was made and seconded that department chairpersons must appoint Assessment Committee representatives by the beginning of the third week of fall and spring semesters. Motion was passed with one opposition.

- The Committee discussed the relationship of the Assessment Committee to academic departments and an appropriate format for communication. The lines of communication must remain open. Departmental work will be used in conjunction with the college-wide assessment plan. The assessment data collected by each department must be stored in a central depository where it will be easily accessible. The Assessment Committee should recommend and assist departmental efforts to assess student learning.

Meeting adjourned at 3:35 pm.

Respectfully Submitted,
Angela M. Feliciano

Handouts (List): Assessment Resources

- ✓ *DRAFT: Assessment Committee Charge*, developed by the Subcommittee on the Assessment Committee Charge
- ✓ *Points for discussion regarding the Assessment Committee Charge*, developed by Subcommittee on the Assessment Committee Charge
- ✓ *Definition of Assessment*, HWC 2003-2006 Catalog p. 95

NEXT MEETING :

Wednesday, December 3, 2003 @ 2:30 pm in Room 1136

Assessment Committee

Agenda

12/03/03

1. **Review:** Minutes for 11/26/03.
2. **Report from Subcommittee:** Assessment Week Survey Results
3. **Continuation of Report from Subcommittee:** Assessment Committee Charge
4. **Assessment Conferences**
 - a. March 3, 2004: Assessment Fair, Oakton Community College, IL
 - b. March 4-6, 2004: General Education and Assessment: Generating Commitment, Value, & Evidence. AAHE @ Long Beach, CA
5. **Assignment for Assessment Week (December 10, 2003)**
 - a. Continue work on Assessment Committee Charge
 - b. Work with Cross-Disciplinary Groups/Teams & Report Back
 - c. Coding volunteers needed

Expected Learning Outcomes for students
who have gone through a sequence
of courses

What is the methodology to get
results

What are the results

What changes were made because of the
results?

Annually
presented
to
Assess.
Committee

Rubric
in response
to
assessment

HWC ASSESSMENT COMMITTEE MEETING
December 10, 2003, 2:30 pm, Room 1136

Minutes

In attendance: Astrid Babayan (Mathematics), Saundra Banyard (Student Services), Margarita Chavez (Foreign Language/ESL), Ja'hnette Coleman (Student Government Association), Sydney Daniels (English/Speech), Sammie Dortch (Applied Science), Helene Gabelnick (Physical Science), Laura Long (Mathematics), Cecilia L. López (VP, Academic Affairs), Willard Moody (English), Carrie Nepstad (Applied Science-Child Development), Celia Perez (Library), Vinita Ricks (Social Science), Michael Ruggeri (Social Science), Armen Sarrafian (Art), and Matthew Shevitz (Humanities).

Absent: Keenan Andrews (Research & Planning), Peggy Rademaker (Center for Distance Learning), and Glenn Weller (Information Technology/Business).

There were no minutes for last week's meeting.

KUDOS

- Thank you to Helene Gabelnick and Vinita Ricks for volunteering to code the CCTST response forms.

CCTST: Adding two fields (age and intent) to score sheets being coded

- Currently, the cohorts are coded as 001, 002, 003, and 004. Professor Ricks suggested using the first two zeros in the code to represent additional information that may be useful to the Assessment Committee. For example, the first zero can represent the age range of the student: 101 to 904, and the second zero can represent the students' academic objective: 11 to 934 (3=associate degree, 2=basic certificate, and 1=one or several courses).
- Antonio Gutierrez provided, along with general education hours and total credit hours, age and academic objective for each student; consequently, the data are already available and may be useful to the Committee.
- Professor Ricks suggested that certain amount of discovery is attained throughout life whether a person is in school or not, so coding for an age range can provide useful information. Alternatively, age can be coded by using the last two digits of the birth year. For example, a student who is in the first cohort and who was born in 1976 could be coded as 761.
- Academic objective, on the other hand, is a forced field that must be selected on the registration form when a student registers. However, some students choose randomly, but it should be noted that students often change educational paths. Thus, academic objective may not be a reliable variable.

Motion was made and seconded to expand the cohorts' information to include age. Motion was unanimously passed.

- VP Lopez said that she would contact the publishers of CCTST to determine how the AGE variable should be coded.

Cross-Disciplinary (CD) Groups Updates

- ❖ Quantitative and Scientific Inquiry: Laura Chambers
 - ❖ Humanities and the Arts: John Hader
 - ❖ Communications and Information Literacy: Michael Davis
 - ❖ Cultures, Human Behavior, and Diversity: Amanda Loos
- VP López proposed that the cross-disciplinary groups host a meeting during late registration to recruit faculty.
 - The Assessment Committee suggested that the facilitator for each group set a meeting date and time, which VP López would facilitate. An announcement can be sent to faculty members in an effort to recruit new members.
 - A timeline needs to be established and distributed to each group that would state the charge of each group and expected dates for completion. For example, the first charge was to develop a definition and learning outcomes for each area/construct. Once the Assessment Committee and the Faculty Council have reviewed the learning outcomes generated by each CD group, then the CDs need to develop and pilot test an appropriate measure.

Report from the Subcommittee on Assessment Committee Charge: Carrie Nepstad

- A revised Charge was distributed and all changes were enlarged to 14 pt font and bolded for identification.
- VP López will provide a list of departmental reporting documents that Assessment Committees have used at other institutions as a model.
- VP López will also provide a central location for departmental and institutional assessment materials.
- The CCTST (Critical Thinking) is an example of an institutional-wide measure.
- A lengthy discussion followed regarding release time for the chair of the Assessment Committee. After a motion was made and withdrawn, VP López suggested that the Committee first needs to agree on the scope of its responsibilities before deciding on issues of release time of the chair of the Assessment Committee. Committee members agreed to make the issue of scope of responsibilities a major item of discussion at the Committee's next meeting.
- The Assessment Committee Charge will be revisited on an annual basis.

Meeting adjourned at 3:32 pm.

Respectfully Submitted,
Angela M. Feliciano

Handouts (List): Assessment Resources

- ✓ *DRAFT: Assessment Committee Charge*, developed by the Subcommittee on the Assessment Committee Charge
- ✓ *Updates for Quantitative and Scientific Inquiry Group*
- ✓ *Updates for Humanities and the Arts Group*
- ✓ *Updates for Communications and Information Literacy Group*

NEXT MEETING:

Wednesday, January 28, 2004 @ 2:30 pm in Room TBA