

**Assessment Committee  
Agenda  
9/9/04  
3:30-4:30- President's Conference Room**

1. Welcome and Introductions
2. Monthly Assessment Newsletter
3. SAILS Update
  - a. Assessment Week
  - b. Advertising
  - c. Volunteer Instructors
  - d. Training for Volunteer Instructors
4. Next meeting: 9/15 Time Change 2:00-3:00
5. Cross Disciplinary Groups-Updates
6. Assessment Calendar
7. New Business
8. Adjourn

**Next Meeting of the Assessment Committee is scheduled for Wednesday,  
September 15, 2004 from 2:00-3:00 (Note Time Change)**

**Assessment Committee Meeting  
Minutes  
September 8, 2004**

**Attendees:**

Keenan Andrews, Assistant Dean, Research and Planning  
Jennifer Asimow, Applied Science Department  
George Bickford, Assistant Dean of Instructions  
Sydney Daniels, English/Speech/Theater Department  
Sammie Dortch, Applied Science Department  
Jashed Fakhrid-Deen, Mathematics Department  
Joseph Figueroa, Mathematics Department  
Helene Gabelnick, Biology/ Physical Science Department  
Luke Ishihara, ESL/Foreign Language Department  
Anita Kelly, Computer Information Services/Business Department  
Cecilia Lopéz, Vice President, Academic and Student Affairs  
Dennis Macklin, Information and Technology Department  
Carla McKenzie, Manager of Instructional Technology, Center for Distance Learning  
Willard Moody, English/Speech/Theater Department  
Carrie Nepstad, Applied Science Department  
Dana Perry, Biology/ Physical Science Department  
Celia Perez, Library  
Dave Richardson, Humanities Department  
Mike Ruggeri, Social Science Department  
Glenn Weller, Computer Information Services/Business Department

**Absent:**

Armen Sarrafian, Art Department

Meeting convened at 3:30 p.m. in the President's Conference Room, at Harold Washington College.

**1. Newsletter for Faculty and Student Organizations (Student Government)**

Jennifer Asimow proposed that a sub-committee be formed to distribute a newsletter to faculty members and student organizations, the third week of every month. The newsletter should include highlights of the Assessment Committee meetings and activities, dates to remember, and at least one article regarding assessment of student learning.

## **2. Project SAILS**

During Assessment Week (October 4-9, 2004) an Information Literacy test will be administered to HWC students. The 50 question computerized test was developed by Kent State University, and Harold Washington College was asked to be the first community college pilot site, to participate. The test will be administered in room 404, which will have 38 computers available.

Student participation will be as follows:

- Faculty members are being asked to volunteer one section. We need one class for every slot in the grid, Monday through Saturday.
- All credit courses will be included
- Special needs students will participate; therefore arrangements to suit them have to be made
- Remedial classes students will only participate if they are enrolled in college credit courses
- ESL students and non-credit students will not participate

Dennis Macklin explained the SAILS screens.

- Students will have a choice not to submit their test responses to Kent State, therefore reducing the number of subjects tested. Celia Perez will research the legal and ethical issue regarding human subject research.
- The test has 120 questions in its database. Each test for each student will generate 50 unique questions.

Potential problems:

- Social Security numbers should include CCC numbers so International students won't be excluded
- Test time is given as 25-28 minutes, but realistically it will take 50 minutes.
- Under the "ethnicity category," "mixed" or "other" is not offered.
- There is no "gender" category
- The "major" category should be changed to: AA, AS, ASG Basic Certificate or Advanced Certificate.

Dennis Macklin will discuss the above issues with Kent State. He will also train Carla McKenzie who will train faculty members to monitor students during the entire test period. A Q&A faculty handbook will be created to cover basic student questions about administering and taking the test.

Kent State University will compare HWC's test score results with the results of the four-year universities already tested. Kent State will generate reports based on skill. Individual test results are available immediately, upon completion of the test. Aggregate test results will be available to HWC students and faculty by December 3, 2004.

## **3. P.R. for Assessment Week**

Armen Sarrafian is designing the artwork.

#### **4. Assessment Committee Calendar**

Jennifer Asimow asked for a replacement for Denise Maduli- Williams, who will be unable to continue working on the calendar for the committee. Carrie Nepstad volunteered.

#### **5. New Business**

- Dr. Lopéz has distributed a survey addressed to faculty members regarding Critical Thinking, and how it is addressed throughout the curriculum, through e-mail. Please encourage Department faculty to respond.
- I.U.P.U.I.'s Assessment Institute will take place in Indianapolis, Indiana, October 24 through November 2, 2004. Please consider attending.
- In the future, all Assessment Committee meeting will take place in room 1030.

Meeting adjourned at 4:30 p.m.

Elis C. Chavez, College Secretary, respectfully submits minutes.

**The next meeting of the Assessment Committee is scheduled for  
Wednesday, September 15, 2004 at 2:00 p.m. in room 401.**

**Assessment Committee  
Agenda  
9/15/04  
2:00-3:00- ROOM 401**

**NOTE- ROOM CHANGE**

1. Read and approve minutes from 9/8/04 meeting.
2. SAILS Update
  - a. Demographic Information-Kent State
  - b. Research on human subjects-Celia Perez
  - c. A dry run – Dennis Macklin
  - d. Advertising-Armen Sarrafian
  - e. Volunteer Schedule
  - f. Training for Volunteer Instructors
3. Monthly Assessment Newsletter- Comments and suggestions
  - a. Approve dates for distribution.
4. Cross Disciplinary Groups-Updates
5. Assessment Calendar
6. New Business
7. Adjourn

**Next Meeting of the Assessment Committee is scheduled for Wednesday,  
September 22, 2004 from 3:30-4:30 in RM 1030**

**Please Note- The Assessment Committee Meetings  
will be held in Room 1030 until further notice.**

**Assessment Committee Meeting  
Minutes  
September 15, 2004**

**Attendees:**

Jennifer Asimow, Applied Science Department  
George Bickford, Assistant Dean of Instructions  
Sydney Daniels, English/Speech/Theater Department  
Jashed Fakhriddin, Mathematics Department  
Anita Kelly, Computer Information Services/Business Department  
Cecilia Lopéz, Vice President, Academic and Student Affairs  
Dennis Macklin, Information and Technology Department  
Willard Moody, English/Speech/Theater Department  
Carrie Nepstad, Applied Science Department  
Dana Perry, Physical Science / Biology Department  
Celia Perez, Library  
Dave Richardson, Humanities Department  
Glenn Weller, Computer Information Services/Business Department

**Absent:**

Armen Sarrafian, Art Department  
Keenan Andrews, Assistant Dean, Research and Planning  
Sammie Dortch, Applied Science Department  
Joseph Figueroa, Mathematics Department  
Helene Gabelnick, Physical Science / Biology Department  
Luke Ishihara, ESL/Foreign Language Department  
Carla McKenzie, Manager of Instructional Technology, Center for Distance Learning  
Mike Ruggeri, Social Science Department  
Denise Maduli-Williams, Foreign Language/ESL

Meeting convened 2:02 p.m. in Room 401 at Harold Washington College.

**1. Approval of Minutes from September 8, 2004**

Minutes were reviewed and unanimously approved as revised.

**2. Project SAILS**

In order to identify and solve any problems that may occur with the Information Literacy Test, Dennis Macklin administered a mock test to the Assessment Committee members.

- Students should be cautioned to write down their screen name and password.
- The students will be given the entire class time, minus instruction and sign on time, to finish the test.
- No extra time will be allotted for tardy students.
- All test fields must be filled.
- All questions must be answered.
- Cards will be issued to all participating students to prove that they completed the Literacy Information Test.

### **3. P.R. for Assessment Week**

Armen Sarrafian's artwork was presented and approved for advertising. David Locke will print and display posters as follows: two large posters by the security desk, two posters per floor, and one poster in each classroom.

### **3. Assessment Committee Calendar**

Denise Maduli-Williams agreed to continue working on the calendar for the committee until the time she goes on maternity leave.

**Carrie Nepstad made a motion for the newsletter to be put out on the third week of each month. Celia Perez seconded and the motion was unanimously approved.**

Meeting adjourned at 3:00 p.m.

Respectfully submitted, Elis C. Chavez, College Secretary.

**The next meeting of the Assessment Committee is scheduled for Wednesday, September 22, 2004 at 3:30 p.m. in room 401.**

**Assessment Committee  
Agenda  
9/29/04  
3:30-4:30- ROOM 1030**

1. Read and approve minutes from 9/22/04 meeting.
2. SAILS Update
  - a. Volunteer Schedule
  - b. Instructors Information Packet
  - c. Information for students
  - d. Training for Volunteer Instructors
  - e. Last minute concerns
3. Cross Disciplinary Groups
  - a. Diversity – Denise Maduli-Williams
4. Assessment Calendar – Denise Maduli-Williams, Carrie Nepsatd
5. New Business
6. Adjourn



**Assessment Committee Meeting  
Minutes  
September 29, 2004**

**Attendees:**

Jennifer Asimow, Applied Science Department  
Florinda Bayod, Computer Assisted Instruction Labs  
George Bickford, Assistant Dean of Instructions  
Jashed Fakhrid-Deen, Mathematics Department  
Helene Gabelnick, Physical Science / Biology Department  
Luke Ishihara, ESL/Foreign Language Department  
Anita Kelly, Computer Information Services/Business Department  
Dennis Macklin, Information and Technology Department  
Carla McKenzie, Manager of Instructional Technology, Center for Distance Learning  
Willard Moody, English/Speech/Theater Department  
Carrie Nepstad, Applied Science Department  
Dana Perry, Physical Science / Biology Department  
Celia Perez, Library  
Peggy Rademaker, Dean, Center for Distance Learning  
Mike Ruggeri, Social Science Department  
Armen Sarrafian, Art Department  
Glenn Weller, Computer Information Services/Business Department

**Absent:**

Keenan Andrews, Assistant Dean, Research and Planning  
Sydney Daniels, English/Speech/Theater Department  
Sammie Dortch, Applied Science Department  
Joseph Figueroa, Mathematics Department  
Cecilia Lopéz, Vice President, Academic and Student Affairs  
Denise Maduli-Williams, Foreign Language/ESL  
Dave Richardson, Humanities Department

Meeting convened 3:33 p.m. in Room 1030 at Harold Washington College.

**1. Approval of Minutes from September 22, 2004**

Minutes were reviewed and unanimously approved as revised.

**2. Project SAILS**

- Florinda Bayod briefs the committee on the computer lab availability. Lab assistants will be available daily, starting at 8:30 a.m. Brandon Taylor has the computer lab door code and he will be in the lab starting at 8:00 a.m. to provide coverage for the first grid section.

- David Lock will post a sign directing students to enter the computer lab through the single door on the left side of the lab.
- The computer terminals will be set to start at the Information Literacy test homepage screen.
- Students will be directed to skip the field code “0 – 9”. If a student selects the code field by mistake, he or she should go to “null”.
- Carla McKenzie reports that only three faculty members received training on conducting the Information Literacy Test. The general belief is that the faculty packets were self explanatory.
- Anita Kelley, Glenn Weller and Armen Sarrafian informed their classes about the test and they received positive feedback from students, especially about the handouts.
- The SAILS cards will be issued to students at the end of the testing session.

### **3. Cross Disciplinary Groups**

- Carrie Nepstad attended a seminar on Diversity presented by a Loyola University professor. Carrie is suggesting putting the professor in touch with the Diversity group at Harold Washington College.
- Brandon Taylor shows great interest since his PhD subject is Diversity.
- Armen Sarrafian will ask the Department Chairs to speak with faculty members, especially new faculty members, about getting involved in cross disciplinary groups.

### **4. Assessment tool**

- The Assessment Committee is searching for a new assessment tool to implement next semester. Loyola University is ready for HWC’s participation in CCSEE: Community College Survey of Student Engagement.
- Diversity is also considered as the next assessment tool.
- Jennifer Asimow announces that data are available from mathematics and English and the committee should find a way to incorporate it and use it.

- The committee should consider implementing assessment not only at institutional level but also at departmental level. Peggy Rademaker suggests plugging it in the APSA form.
- Helene Gabelnick suggests that the decision on finding a new assessment tool be tabled until the committee can find an instrument that is ready to be used. Carrie Nepstad will contact the Loyola professor regarding Diversity.

## **5. Calendar**

- Carrie Nepstad needs input for the assessment calendar's draft through 2008.
- George Bickford asks that the Assessment Committee Meetings dates be included in the calendar.
- Next semester's Assessment Week should be announced in the calendar so faculty members can make necessary preparations and include it in the curriculum.
- Carrie Nepstad's assignment for the November issue of the newsletter will be an article on how assessment could be/is fun.
- Helene Gabelnick would like the assessment committee to host an assessment workshop during the break between the fall and spring semesters.
- Armen Sarrafian would like to see it done in November in order to give faculty enough time to incorporate data in the curriculum. Thursday, November 18, 2004, at 2:15 p.m. will be added to the Calendar as "Assessment Workshop".
- An assessment workshop will be held on the morning of January 13, 2005, to update faculty on the information Literacy test.

## **6. New Business**

- Assessment Institute in Indianapolis, October 31, 2004.

Meeting adjourned at 4:35 p.m.

Respectfully submitted, Elis C. Chavez, College Secretary.

<p><b>The next meeting of the Assessment Committee is scheduled for Wednesday, October 13, 2004 at 3:30 p.m. in room 1030.</b></p>
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**Assessment Committee  
Agenda  
10/13/04  
3:30-4:30- ROOM 1030**

1. Read and approve minutes from 9/29/04 meeting.
2. Meeting Times- Results of informal survey.
3. SAILS Wrap-Up
  - a. 38 Volunteer Instructors
  - b. Total Number of Participants Logged Into Database As Actually Taking the Survey = 1,076
  - c. Total Number of Center for Distance Learning (CDL) Students Who Participated = 147
4. CCSSE
  - a. Pass out samples of surveys
  - b. Consortium Possibilities, HIS/HACU and Illinois Community Colleges
  - c. Oversampling
5. Cross Disciplinary Groups
  - a. Diversity – Update
  - b. Diversity Conference
6. Assessment Calendar – Denise Maduli-Williams, Carrie Nepstad
7. November 18, 2004 Workshop 2-3:30 PM- Critical Thinking ??
8. New Business
9. Adjourn

**Assessment Committee Meeting  
Minutes  
October 13, 2004**

**Attendees:**

Jennifer Asimow, Applied Science Department  
Helene Gabelnick, Physical Science / Biology Department  
Anita Kelley, Computer Information Services/Business Department  
Cecilia Lopéz, Vice President, Academic and Student Affairs  
Carla McKenzie, Manager of Instructional Technology, Center for Distance Learning  
Denise Maduli-Williams, Foreign Language/ESL  
Willard Moody, English/Speech/Theater Department  
Dana Perry, Physical Science / Biology Department  
Celia Perez, Library  
Dave Richardson, Humanities Department  
Sanghamitra Saha, Physical Science / Biology Department  
Armen Sarrafian, Art Department  
Glenn Weller, Computer Information Services/Business Department

**Absent:**

Keenan Andrews, Assistant Dean, Research and Planning  
George Bickford, Assistant Dean of Instructions  
Sydney Daniels, English/Speech/Theater Department  
Sammie Dortch, Applied Science Department  
Jashed Fakhrid-Deen, Mathematics Department  
Joseph Figueroa, Mathematics Department  
Luke Ishihara, ESL/Foreign Language Department  
Dennis Macklin, Information and Technology Department  
Carrie Nepstad, Applied Science Department  
Mike Ruggeri, Social Science Department

Meeting convened 3:35 p.m. in Room 1030 at Harold Washington College.

**1. Approval of Minutes from September 22, 2004**

- Minutes were reviewed and unanimously approved as revised.

**2. Meetings Time**

- As a result of an informal survey conducted by Jennifer Asimow, effective October 20, 2004, the Assessment Committee will be meet from 3:00 p.m. to 4:00 p.m.

### **3. Standardized Assessment Information Literacy Skills Data**

- 38 out of the 39 faculty members who volunteered actually participated.
- 1,076 students participated, but only 777 students chose to submit their test responses to Kent State University.
- Total number of CDL students who participated is 147.
- Some students seemed to have spent insufficient time on the test, which may affect the overall test results. The committee should find out if the results can be sorted by the amount of time spent on taking the test.
- Anita Kelley's students are interested in the SAILS test results.

### **4. Faculty Survey Sample**

- Glenn Weller suggested putting the faculty survey on Blackboard, and would like to see question number 10 modified to show "in future semesters."
- Carla McKenzie said that the surveys can be sent as an e-mail attachment and they can be linked so data can be collected and analyzed.
- Denise Maduli-Williams offered "surveymonkey.com" as a great website, similar to Blackboard, that will provide an analysis of data provided and produce reports.
- Celia Perez would like to include in the survey the question "What incentive did you give the students in order for them to participate?" The committee may find that student who performed better spent more time on the test (I.E., Time on task).
- Armen Sarrafian suggest that the statement "I think my students took the test seriously" should be included in the survey.
- Jennifer Asimow asked Dr. Cecilia López to add to the agenda for the Department Chair's Meeting a discussion about their problems and concerns regarding the SAILS.
- The faculty survey will be rewritten.

### **5. CCSSE**

- Harold Washington College applied and has been approved to participate in the Community College Survey of Student Engagement (CCSSE), in February 2005, the 6<sup>th</sup> week of the spring semester.
- CCSSE will be a pen and paper survey and it will be administered in the classroom.
- Loyola University will pay for the administration of the CCSSE Assessment tool.

- David Richardson made the point that if Loyola University is trying to compare CCLT instructors vs. non-CCLT instructors, data will be useless because the survey questions are based on a student's entire college experience.
- If the committee considers using the Illinois Community College Consortium, it should be aware that all data collected will be compared with data from all community colleges in Illinois and any reports generated will be made public.
- Jennifer Asimow will send out an e-mail attachment asking the committee to vote electronically on the issue of consortium use.

## **6. Cross Disciplinary Groups**

- Amanda Loos and Ellen Eason-Montgomery will attend the Diversity conference in Nashville.
- MESA tool is not appropriate for HWC at this time.

## **7. Assessment Calendar**

- Due to Carrie Nepstad's absence, all calendar business will be discussed at the next Assessment Committee meeting.

## **8. November 18, 2004 Workshop**

- Peter Facione, Loyola University Provost and designer of the California Critical Thinking Skills Test (CCTST) is willing to conduct a workshop on November 18, 2004, at 2:15 p.m. regarding the HWC's Fall '03 results from CCTST results.

## **9. New Business**

- Armen Sarrafian asked about the status of the Assessment Committee charge. Jennifer Asimow will talk to Carrie Nepstad and they will brief the Committee at the next meeting.

Meeting adjourned at 4:35 p.m.

Respectfully submitted, Elis C. Chavez, College Secretary.

**The next meeting of the Assessment Committee is scheduled for  
Wednesday, November 10, 2004 at 3:00 p.m. in room 1030.**



**Assessment Committee  
Agenda  
11/10/04  
3:00-4:00- ROOM 1030**

1. Read and approve minutes from 10/13/04 meeting.
  
2. CCSSE
  - a. Discussion of surveys (passed out at meeting, 10/13/04)
  - b. Consortium Possibilities, HIS/HACU and Illinois Community Colleges
  - c. Oversampling
  
3. Assessment Calendar –Carrie Nepstad
  
4. November 18, 2004 Workshop 2:15-3:45 PM- Dr. Peter Facione
  
5. New Business
  
6. Adjourn

**Assessment Committee Meeting  
Minutes  
November 10, 2004**

**Attendees:**

Jennifer Asimow, Applied Science Department  
Sydney Daniels, English/Speech/Theater Department  
Helene Gabelnick, Physical Science / Biology Department  
Luke Ishihara, ESL/Foreign Language Department  
Anita Kelley, Computer Information Services/Business Department  
Cecilia Lopéz, Vice President, Academic and Student Affairs  
Carla McKenzie, Manager of Instructional Technology, Center for Distance Learning  
Dana Perry, Physical Science / Biology Department  
Celia Perez, Library  
Carrie Nepstad, Applied Science Department  
Dave Richardson, Humanities Department  
Glenn Weller, Computer Information Services/Business Department

**Absent:**

Keenan Andrews, Assistant Dean, Research and Planning  
George Bickford, Assistant Dean of Instructions  
Sammie Dortch, Applied Science Department  
Jashed Fakhriddin, Mathematics Department  
Joseph Figueroa, Mathematics Department  
Dennis Macklin, Information and Technology Department  
Denise Maduli-Williams, Foreign Language/ESL  
Willard Moody, English/Speech/Theater Department  
Mike Ruggeri, Social Science Department  
Sanghamitra Saha, Physical Science / Biology Department  
Armen Sarrafian, Art Department

Meeting convened 3:00 p.m. in Room 1030 at Harold Washington College.

**1. Approval of Minutes from October 13, 2004**

- Minutes were reviewed and unanimously approved as revised.

**2. C.C.S.E.**

- Jennifer Asimow will write a letter to the 16 Harold Washington College instructors who participate in the Loyola Community College Learning and Teaching CCLT) Program, and an additional 16 instructors who did not

participate in the CCLT, asking them to participate in the Community College Survey of Student Engagement (CCSSE).

- The CCSE survey is a pen and paper survey. It will be administered the sixth week of the Spring 2005 Semester. The Assessment Committee will over-sample the 16 Harold Washington College instructors who participated in the Loyola CCLT. All instructors will sample 50 of their students.
- A total of 1,600 surveys will be administered and Loyola University will cover the cost.

### **3. Consortium**

- No decision was made regarding Harold Washington College participation in a consortium of (a) Illinois Community Colleges or (b) Hispanic Serving Institutions.

### **4. Charge**

- Carrie Nepstad will review the Charge and she will brief the Committee at the next meeting.

### **5. November 18, 2004 Critical Thinking Workshop with Dr. Peter Facione**

- Peter Facione, Loyola University Provost and designer of the California Critical Thinking Skills Test (CCTST) will to conduct a workshop on November 18, 2004, at 2:15 p.m. regarding the HWC's Fall '03 results from CCTST results.
- Jennifer Asimow sent a mass e-mail announcing the event, and a hard copy of the announcement will be distributed to all departments. David Locke will post signs in the lobby and in front of Room 1115.
- John Wozniak will introduce Dr. Peter Facione.
- Dr. Facione sent out a questionnaire and handouts to be read prior to his presentation.
- Carrie Nepstad suggested that the presentation should be video taped. The Assessment Committee will ask verbal and written permission from Dr. Facione.

6. Assessment Calendar

- All calendar business will be discussed at the next Assessment Committee meeting.

Meeting adjourned at 3:30 p.m.

Respectfully submitted, Elis C. Chavez, College Secretary.

**The next meeting of the Assessment Committee is scheduled for  
Wednesday, November 17, 2004 at 3:00 p.m. in room 1030.**

**Assessment Committee  
Agenda  
11/17/04  
3:00-4:00- ROOM 1030**

1. Read and approve minutes from 11/10/04 meeting.
2. Diversity- Amanda Loos, Ellen Eason-Montgomery
  
3. CCSSE
  - a. Discussion of additional questions for the Illinois CC Consortium
  
4. Assessment Calendar –Carrie Nepstad
5. Assessment Charge- Carrie Nepstad
6. Priorities
  - a. Web Site
  - b. Program Evaluations/APSA Forms
  - c. Interdisciplinary Groups
  - d. Conceptual Framework
  
7. November 18, 2004 Workshop 2:15-3:45 PM- Dr. Peter Facione
  
8. New Business
  
9. Adjourn

**Assessment Committee Meeting  
Minutes  
November 17, 2004**

**Attendees:**

Jennifer Asimow, Applied Science Department  
George Bickford, Assistant Dean of Instructions  
Sydney Daniels, English/Speech/Theater Department  
Sammie Dortch, Applied Science Department  
Luke Ishihara, ESL/Foreign Language Department  
Anita Kelley, Computer Information Services/Business Department  
Amanda Loos, Humanities Department  
Cecilia Lopéz, Vice President, Academic and Student Affairs  
Willard Moody, English/Speech/Theater Department  
Ellen Eason-Montgomery, Applied Science Department  
Carrie Nepstad, Applied Science Department  
Dana Perry, Physical Science / Biology Department  
Dave Richardson, Humanities Department  
Mike Ruggeri, Social Science Department  
Sanghamitra Saha, Physical Science / Biology Department  
Armen Sarrafian, Art Department  
Glenn Weller, Computer Information Services/Business Department

**Absent:**

Keenan Andrews, Assistant Dean, Research and Planning  
Jashed Fakhrid-Deen, Mathematics Department  
Joseph Figueroa, Mathematics Department  
Helene Gabelnick, Physical Science / Biology Department  
Dennis Macklin, Information and Technology Department  
Denise Maduli-Williams, Foreign Language/ESL  
Carla McKenzie, Manager of Instructional Technology, Center for Distance Learning  
Celia Perez, Library

Meeting convened 3:00 p.m. in Room 1030 at Harold Washington College.

**1. Approval of Minutes of November 10, 2004**

- Minutes were reviewed and unanimously approved as revised.

## 2. Diversity

- Amanda Loos and Ellen Eason-Montgomery briefed the Assessment Committee on their attendance at the Diversity and Learning Conference in Nashville, Tennessee. The conference was focused on methods of increasing diversity on campus through recruitment and retention of students of diverse backgrounds, and on diversity initiatives and their assessment.
- Amanda Loos and Ellen Eason-Montgomery proposed administering students a climate control survey that would respond to diversity issues such as sensitivity training, celebration of holidays, and addressing social change in the classroom. After reviewing the survey's results learning outcomes for diversity could be developed.
- Amanda Loos ordered publications and materials directly related to assessing diversity on campus. She is searching for a model that will include Student Services and the Academic side of the college working together to develop workshops and student activities related to diversity.
- Dr. Lopez brought up the point that A.A.C.&U. has an entire website devoted to Diversity, and it can provide the Assessment Committee with substantial resources and expertise.
- HWC has a number of subcommittees representing diversity: O.L.A.S., The Women Studies Committee, The African-American Association, and the Gay and Lesbian Group. Jennifer Asimow suggested a larger committee serving as an umbrella for all the diversity subcommittees.
- Armen Sarrafian brought up the fact that for all the subcommittees to be more active, they need structure and guidance as far as what needs to be done and a time line for the goals to be accomplished. The Assessment Committee can provide all of the above.
- Carrie Nepstad said that other interdisciplinary subcommittees such as Humanities and the Arts and Math and Science are continuing to meet, but they are struggling with the concepts, definitions, and tools. The Assessment Committee should hear from the subcommittees on where they stand, and the Assessment Committee Calendar could be used to direct each subcommittee as to what needs to be accomplished and by when.

### 3. Consortium

- Harold Washington College has an opportunity to become a member of two consortiums: Illinois Community Colleges and Hispanic Serving Institutions. However, we can only ask questions from one of them. Jennifer Asimow requests that the Assessment Committee members look at the surveys provided by both consortiums and decide which questions are applicable to HWC.
- The CCSSE faculty survey will give us data on the gap between students' perceptions and those of faculty members. Armen Sarrafian volunteered to take the survey in order to determine how much time is needed, and if the survey can be completed at a different time.

### 4. Charge

- A copy of the charge was e-mailed to everyone, and feedback from all members is expected by November 24, 2004 regarding the writing clarity.

### 5. Assessment Calendar

- Volunteers are needed to work on the Assessment Committee Calendar.

**George Bickford made a motion to cancel the Assessment Committee meeting on November 24, 2004, due to the Thanksgiving Holiday, and reconvene on December 1, 2004. Armen Sarrafian seconded the motion.**

Meeting adjourned at 4:00 p.m.

Respectfully submitted,  
Elis C. Chavez, College Secretary

**The next meeting of the Assessment Committee is scheduled for Wednesday, December 1, 2004 at 3:00 p.m. in room 1030.**



**Assessment Committee  
Agenda  
12/1/04  
3:00-4:00- ROOM 1030**

1. Read and approve minutes from 11/17/04 meeting.
2. CCSSE
  - a. Discussion of the Illinois CC Consortium and HSI consortium
  - b. CCSSE Timeline
  - c. CCSSE Faculty Survey
3. Assessment Charge
4. SAILS survey results
5. Priorities
  - a. Web Site
  - b. Calendar
  - c. Program Evaluations/APSA Forms
  - d. Conceptual Framework
6. November 18, 2004 Workshop-
  - a. discussion
  - b. survey results
7. New Business
8. Adjourn

**Assessment Committee  
Agenda  
12/8/04  
3:00-4:00- ROOM 1030**

1. Read and approve minutes from 11/17/04 meeting and 12/1/04 meeting.
2. CCSSE
  - a. Discussion of the Illinois CC Consortium and HSI consortium
  - b. CCSSE Faculty Survey- Armen Sarrafian
  - c. Child Development Over Sampling
  - d. CCSSE Workshop – Registration Week?
3. Assessment Charge- Let's put this thing to bed!!!!!!
4. New Business
5. Adjourn

**Assessment Committee Meeting  
Minutes  
December 8, 2004**

**Attendees:**

Jennifer Asimow, Applied Science Department  
Sammie Dortch, Applied Science Department  
Maria de Jesus Estrada, English/Speech/Theater Department  
Helene Gabelnick, Physical Science / Biology Department  
Luke Ishihara, ESL/Foreign Language Department  
Willard Moody, English/Speech/Theater Department  
Carrie Nepstad, Applied Science Department  
Celia Perez, Library  
Dana Perry, Physical Science / Biology Department  
Dave Richardson, Humanities Department  
Sanghamitra Saha, Physical Science / Biology Department  
Armen Sarrafian, Art Department  
Glenn Weller, Computer Information Services/Business Department

**Absent:**

Keenan Andrews, Assistant Dean, Research and Planning  
George Bickford, Assistant Dean of Instructions  
Sydney Daniels, English/Speech/Theater Department  
Jashed Fakhrid-Deen, Mathematics Department  
Joseph Figueroa, Mathematics Department  
Anita Kelley, Computer Information Services/Business Department  
Cecilia Lopéz, Vice President, Academic and Student Affairs  
Dennis Macklin, Information and Technology Department  
Denise Maduli-Williams, Foreign Language/ESL  
Mike Ruggeri, Social Science Department

Meeting convened 3:00 p.m. in Room 1030 at Harold Washington College.

**1. Approval of Minutes for November**

- Minutes for the November 17, 2004 meeting were reviewed and unanimously approved.
- Minutes for the December 1, 2004 meeting were reviewed and unanimously approved as revised.

## 2. C.C.S.S.E.

- Jennifer Asimow briefed the Assessment Committee on the one-hour conference call with the liaison from the University of Texas at Austin.
- Jennifer Asimow and Keenan Andrews will compile the master data file and Antonio Gutierrez from the District Office will ~~finalize it~~ *and send it to CCSSE*
- The survey will be administered over a three-week period during Spring 2005.
- The 45-item survey does not have to be administered in the first 25 minutes of class instruction; it can be administered at any time during the class period. Furthermore, one additional minute should be granted for each supplemental question from the Illinois Community College Consortium.
- During the administration of the survey, faculty members can assist students in any way needed without leading them to an answer. They can explain the questions, they can translate, and they can allow extra time for E.S.L. students.
- Each instructor will receive a packet that includes the survey, pencils, and a script memo. Prior to administering the survey, each faculty member must read the script memo to the students, emphasizing that the survey is about their entire college experience, not about the instructor conducting the class.
- The survey results will be available by July 31, 2005.

## 3. Over sampling

- Jennifer Asimow and Carrie Nepstad would like to over-sample the Child Development students and use the results for a their program's self-study. District office will cover the expense.

**Helene Gabelnick made a motion to approve over sampling of C.C.S.S.E. Child Development students for the purpose of obtaining information to help the Child Development Program Self Study. Dana Perry seconded the motion. The motion passed unanimously.**

#### **4. Faculty Survey**

- Every faculty member will be asked to participate in the C.C.S.S.E. faculty survey. Armen Sarrafian took the survey on line and found it user friendly. It took Armen Sarrafian approximately 20-25 minutes to complete the faculty survey. If the survey is not completed or it has been completed but the faculty wants to make changes, they can do so (i.e., the survey will allow the faculty to return to it to complete it or to make changes).

#### **5. Workshop**

- The Assessment Committee would like to conduct workshop on Thursday, January 29, 2005, during open registration.

**Carrie Nepstad made a motion for approval to invite Tom Higgins to do a workshop on Critical Thinking. Armen Sarrafian seconded the motion. The motion passed unanimously.**

Meeting adjourned at 4:00 p.m.

Respectfully submitted  
Elis C. Chavez, College Secretary

**The next meeting of the Assessment Committee is scheduled for Wednesday, December 15, 2004 at 3:00 p.m. in room 1030.**

**Assessment Committee  
Agenda  
12/15/04  
3:00-4:00- ROOM 1030**

1. Read and approve minutes from 12/8/04.
2. Assessment Charge- Let's put this thing to bed!!!!!!
3. Conference Opportunity – Atlanta, Georgia. February 17-19
4. Workshop- Ideas from the floor
5. New Business
6. Adjourn – Party!

**The next meeting of the Assessment Committee will be on January 5, 2005 from  
3-4PM in Room 1030.**

**Assessment Committee Meeting  
Minutes  
December 8, 2004**

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**Attendees:**

Jennifer Asimow, Applied Science Department  
Sydney Daniels, English/Speech/Theater Department  
Maria de Jesus Estrada, English/Speech/Theater Department  
Jashed Fakhrid-Deen, Mathematics Department  
Helene Gabelnick, Physical Science / Biology Department  
Anita Kelley, Computer Information Services/Business Department  
Cecilia Lopéz, Vice President, Academic and Student Affairs  
Willard Moody, English/Speech/Theater Department  
Carrie Nepstad, Applied Science Department  
Dana Perry, Physical Science / Biology Department  
Dave Richardson, Humanities Department  
Sanghamitra Saha, Physical Science / Biology Department  
Glenn Weller, Computer Information Services/Business Department

**Absent:**

Keenan Andrews, Assistant Dean, Research and Planning  
George Bickford, Assistant Dean of Instructions  
Sammie Dortch, Applied Science Department  
Luke Ishihara, ESL/Foreign Language Department  
Dennis Macklin, Information and Technology Department  
Denise Maduli-Williams, Foreign Language/ESL  
Celia Perez, Library  
Armen Sarrafian, Art Department  
Mike Ruggeri, Social Science Department

Meeting convened 3:00 p.m. in Room 1030 at Harold Washington College.

**1. Approval of Minutes for December 8, 2004**

- Minutes for the December 8, 2004 meeting were reviewed and unanimously approved as revised.

## **2. Charge**

- Page 2, item G reads “Vice President of Academic and Student Affairs”, while page 3, item IV reads “Chief Academic Officer.” To avoid confusion, only the term “Chief Academic Officer” will be used.
- Page 4 has two items VII. Corrections were made.
- The office of the Vice President of Academic and Student Affairs will provide secretarial support for the Assessment Committee.
- Items K, L, M, of IX on page 4, will change to A, B, and C.
- Item VIII, page 4 lists the responsibilities and duties of the Assessment Committee Vice-Chair. Glenn Weller would like to know if there would be any release time for the Assessment Committee Vice-Chair. Jennifer Asimow will address the issue at the January 2005 Assessment Committee meeting.
- Jennifer Asimow will talk to Sandra Banyard, Dean of Student Services, regarding the approval of student representation in the Assessment Committee.

## **3. Over sampling**

- Cecilia López will provide the necessary funds (\$1,300) for the Art Department to over sample 500 art students. .

## **4. Workshop**

- Tom Higgins will not conduct a workshop during registration week. Instead, he would like to conduct a workshop after March 2005, geared towards the Mathematics and Physical Science / Biology Departments.
- Jennifer Asimow will conduct a workshop on Thursday, January 29, 2005, during open registration. She will do a one-hour Power Point presentation on C.C. S.S.E.

## **5. New Business**

- C.C.S.S.E. provided Jennifer Asimow with sample letters to be sent to all faculty members participating in C.C.S.S.E. She asked the Assessment Committee members to help on finalizing the letters, to meet the deadline of January 31, 2005.



- A conference on General Education and Assessment will be held in Atlanta, Georgia, on February 17-19, 2005. Anyone interested should see Jennifer Asimow.

Meeting adjourned at 3:40 p.m.

Respectfully submitted  
Elis C. Chavez, College Secretary

**The next meeting of the Assessment Committee is scheduled for  
Wednesday, January 5, 2005 at 3:00 p.m. in room 1030.**