

**Assessment Committee Meeting  
Minutes  
January 5, 2004**

**Attendees:**

Jennifer Asimow, Applied Science Department  
George Bickford, Assistant Dean of Instructions  
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  
Luke Ishihara, ESL/Foreign Language Department  
Anita Kelley, Computer Information Services/Business Department  
Willard Moody, English/Speech/Theater Department  
Carrie Nepstad, Applied Science Department  
Celia Perez, Library  
Dana Perry, Physical Science / Biology Department  
Brandon Taylor, CDL

**Absent:**

Keenan Andrews, Assistant Dean, Research and Planning  
Sammie Dortch, Applied Science Department  
Cecilia Lopéz, Vice President, Academic and Student Affairs  
Dennis Macklin, Information and Technology Department  
Denise Maduli-Williams, Foreign Language/ESL  
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

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

**1. Approval of Minutes of December 22, 2004**

- Minutes were reviewed and unanimously approved as revised.

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

- Jennifer Asimow presented the C.C.S.S.E. sample letters. The Assessment Committee members discussed the appropriate phrasing of the letters.
- John Wozniak, Harold Washington College interim president, will send out a letter addressed to all faculty members, informing them about the Assessment Committee being selected to participate in C.C.S.S.E. The letter will be sent out January 11, 2005.
- John Wozniak will also notify all HWC students, about the Community College Survey of Student Engagement. Copies of the letter will be posted on the HWC web site, on elevators, in the lobby, and will be distributed to all student groups.
- The letters should mention that Harold Washington College is one of one hundred other community colleges across the nation, involved in the survey.
- The computers in the computer labs should have flashing wallpaper with the Assessment Committee's logo: "Measure your mind".
- Jennifer Asimow will send out a letter informing the faculty that they are responsible for administering survey.
- All letters should include the phone numbers of Jennifer Asimow and Carrie Nepstad, as the contact persons for the Community College Survey of Student Engagement conducted at Harold Washington College.

## **3. N.C.A. Proposal**

- Jennifer Asimow will do a presentation for the Higher Learning Commission. She will emphasize on the fact that while conducting the Community College Survey of Student Engagement, the students are the ones being evaluated, and not the faculty.

## **4. C.C.S.S.E. Workshops**

- Jennifer Asimow will hold two one-hour C.C.S.S.E workshops during open registration week. First workshop will be on Tuesday, January 25, 2005, at 10:00 a.m., and second one will be on Wednesday, January 26, 2005, at 3:00 p.m.
- Maria de Jesus Miranda will design the flyer with the appropriate dates and times.

**5. Calendar**

- The Assessment Committee Calendar discussion will be tabled until next meeting.

**6. New Business**

- Laura Chambers and Michael Davis will address the Assessment Committee members at next week's meeting, regarding their F.I.P.S.E. proposal.

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, January 19, 2005 at 3:00 p.m. in room 1030.**

**Assessment Committee Meeting  
Minutes  
January 19, 2004**

**Attendees:**

Jennifer Asimow, Applied Science Department  
Laura Chambers, Social Science Department  
Sydney Daniels, English/Speech/Theater Department  
Michael Davis, Physical Science / Biology Department  
Helene Gabelnick, Physical Science / Biology Department  
Anita Kelley, Computer Information Services/Business 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  
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  
Sammie Dortch, Applied Science Department  
Maria de Jesus Estrada, English/Speech/Theater Department  
Jashed Fakhrid-Deen, Mathematics Department  
Luke Ishihara, ESL/Foreign Language 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  
Sanghamitra Saha, Physical Science / Biology Department  
Brandon Taylor, CDL

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

**1. Approval of Minutes of January 5, 2005**

- Minutes will be reviewed at the next meeting.

## **2. Interdisciplinary Course**

- Laura Chambers, Social Science Department, and Michael Davis, Physical Science / Biology Department, addressed the Assessment Committee members regarding the proposal sent to the Fund for the Improvement of Postsecondary Education (F.I.P.S.E.): “An Integrative Interdisciplinary Course Model for Community Colleges.”
- Laura and Michael stated that research shows that integrated courses improve critical thinking skills. They proposed combining two general education courses that meet simultaneously, and have vague catalog description, such as Physical Science 101/107 and Social Science 101, interchanging instructors and applying the team-teaching model.
- At the end of the semester, using critical thinking, the model class scores will be compared with the scores of the entire school.
- Laura and Michael are asking the Assessment Committee for logistical support: the size of the sample, the appropriate critical thinking tool to be used, and how to get an instructor to teach or assess a class outside of his/her degree.

## **3. C.C.S.S.E. Workshops**

- Jennifer Asimow will hold two one-hour C.C.S.S.E workshops during open registration week. The workshop will take place on Tuesday, January 25, 2005, and on Wednesday, January 26, 2005, from noon until 1:00 p.m., in room 702.

## **4. S.A.I.L.S. Results**

- Jennifer Asimow received the results of the Standardized Assessment of Information Literacy Skills survey. Due to the size of the report, Jennifer proposed to break it up into workable pieces and divide it to Assessment Committee members, as follows:
  1. Anita Kelley will look at how Harold Washington College’s survey results compare with the other participating schools. She will also summarize the report and e-mail it to the committee.
  2. David Richardson will determine if the student sampled are representative of our demographics.

3. Jashed Fakhrid-Deen and David Richardson will examine deviations (mathematical analysis).
  4. Celia Perez will work on an overall narrative based on the results.
- The report will be discussed at the next Assessment Committee meeting, and the results will be disseminated to the faculty members three weeks from today, and to the students, four weeks from today.

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, February 2, 2005 at 3:00 p.m. in room 1030.**

**HWC ASSESSMENT COMMITTEE MEETING**  
**January 28, 2004**  
**2:30 pm, Room 1028**

**MINUTES [AMENDED 2/04/2004]**

**In attendance:** Saundra Banyard (Student Services), Sydney Daniels (English/Speech), Sammie Dortch (Applied Science), Helene Gabelnick (Physical Science), Laorea Long (Mathematics), Cecilia L. López (VP, Academic Affairs), Denise Maduli-Williams (Foreign Language/ESL), Willard Moody (English), Carrie Nepstad (Applied Science-Child Development), Celia Perez (Library), Michael Ruggeri (Social Science), Pierre Tchetgen, (Humanities), Glen Weller (Business & Information Technology)

**Absent:** Keenan Andrews (Research & Planning), Peggy Rademaker (Center for Distance Learning), Armen Sarrafian (Art), J'ahnette Coleman (Student Representative), Vinita Ricks (Social Sciences).

**CCTST**

A document entitled, "CCTST: Basic Demographics," was distributed and discussed. Demographic data reveal that the sample (i.e., those students who completed the CCTST during Assessment Week) is representative of the student population enrolled fall 2003.

A total of 1,688 students completed the test. Each of the four cohorts is viable, with well over 250 students per cohort, the minimum required:

Cohort #1	480	(zero graduate credits)	28%
Cohort #2	482	( 01 – 15 graduate credits)	29%
Cohort #3	315	(16 – 30 graduate credits)	19%
Cohort #4	411	(31 + graduate credits)	24%

- **Gender:** 34% Male 66% Female
- **Ethnicity:** 10% Asian; 01% Indian; 48% Black; 22% Hispanic; 16% White; 03% Mixed
- **Age:** 56% 80's; 27% 70's; 09% 60's; 06% 50's; 02% 40's; <1% 30's & 20's

Four students were identified as having earned the baccalaureate degree, and three students had an earned graduate degree for a total of seven students.

**Motion was made and seconded to separate the seven students' data from the rest of the sample. Motion was unanimously passed.**

**Statistical Analyses**

Committee members discussed various statistical analyses that would be available from the publisher of the CCTST. In addition to sub-scores, total scores, means, and standard deviations, the publishers will provide comparative data. Data will compare our students to other community college students as well as first and second year students enrolled in four-year universities.

AMENDED 2/04/2004

Committee members requested information as to the extent of statistical data available from the publisher. VP López indicated she would request such information from the publisher.

### **Report from Cross-Disciplinary Groups**

- *Quantitative Reasoning & Scientific Inquiry*: Helene Gabelnick reported that the latest revision of the QRSI group had been forwarded to Dr. López for her response.
- *Humanities and the Arts*: Sydney Daniels said that John Hader would send the group's report to Dr. López.
- *Communications & Information Literacy*: Jennifer Asimow [for Mike Davis] said that he would send the group's report to Dr. López.
- *Cultures, Human Behavior, & Diversity*: Margarita Chavez affirmed that their group would send its report to Dr. López.

### **Report from the Subcommittee on Assessment Committee Charge: Carrie Nepstad**

Subcommittee chair, Carrie Nepstad led the discussion on the draft of the Assessment Committee's charge.

**Agreement:** Committee members agreed on the following:

- We will informally adhere to Robert's Rules of Order;
- The Committee will have oversight (vs. supervisory) responsibilities;
- The Chair coordinates all assessment activities with the Department Chairs, with the multi-cross disciplinary sub-committees, with the Office of Research Planning, and with others, such as Faculty Council, as needed.

**Expectations:** VP López said that the Chair Person would be expected to generate an annual Assessment report with the assistance of the committee.

**Procedures:** Once we have the Chair in place, the chair, with the consent of the Assessment Committee can develop a series of procedures and policy. Lopez suggested that written reports from the cross-disciplinary groups and from the department Chairs (regarding assessment activities and results) would be incorporated into the Assessment Committee's Annual Report. The Committee will need to determine procedures for such matters as the size of the Annual Report and when it will be distributed to faculty.

**Assessment Newsletter:** VP López suggested that an on-going dialogue between the Assessment Committee and the HWC internal community is needed. One format for ongoing communication beyond an annual report is a quarterly/monthly newsletter, which could inform students and faculty and staff, and administrators about what we're doing and our accomplishments. It can also be a forum for faculty to share techniques/strategies/changes related to assessment results. An Annual report is much more formal; a monthly or quarterly newsletter is less formal, is a great way to communicate, commemorate, and document the Assessment Committees' work, and could serve resource for faculty interested in assessment as a process to improve pedagogy or course content.

AMENDED 2/04/2004

***Support for the Chair of the Assessment Committee***

J. Asimow asked who would ensure that the Chair is provided the information and assistance from the people assigned to produce the report. VP López affirmed that the Office of the Vice President for Academic and Student Affairs, as charged by the President of HWC, would provide the support needed by the Chair and the members of the Assessment Committee.

***Commitment of Department Chairs***

VP López said that it is important to get commitment from the Department Chairs to provide this Committee with stable representation. That commitment is essential. When the Committee experiences instability (e.g., different members from a department who rotate in and out every week) it is very problematic. The Committee needs a strong group of faculty who are committed to HWC's Philosophy of Assessment and to the work of the committee.

**Assessment Committee: Time Issues**

The Committee agreed to hold all future Assessment Committee meetings every Wednesday at 3:00 pm rather than 2:30 p.m.

**Non-Tenure Representatives**

Laurea Long queried if a non-tenured representative from the departments should attend the Assessment meetings since some people who are tenured have class during the time the Committee meets and cannot attend. VP López affirmed that Committee members could be non-tenured. Each department chair may appoint up to two representatives. The Committee also welcomes non-voting guests to attend any and all meetings.

Meeting adjourned at 3:30 pm.

**Handouts (List):** Assessment Resources

- ✓ *DRAFT: California Critical Thinking Skills Test (Basic Demographics)*
- ✓ *Student Profile, Fall Census 2003*
- ✓ *DRAFT Charge*

**NEXT MEETING:**

**Wednesday, February 11, 2004 @ 3:00 p.m. in Room 1028**

MINUTES OF ASSESSMENT COMMITTEE MEETING  
Wednesday, February 04, 2004

**Attendees:**

Cecilia Lopez, Vice President, Academic & Student Affairs  
Sammie Dortch, Applied Sciences Department  
Jennifer Asimow, Applied Sciences Department  
Carrie Nepstad, Applied Science Department  
Armen Sarrafian, Art/Digital Multimedia Design Department  
Helene Gabelnick, Biological/Physical Sciences Department  
Glenn Weller, Computer Information Services/Business Department  
Willard Moody, English/Speech/Theater Department  
Denise Maduli-Williams, Foreign Language/English as a Second Language Department  
Pierre Tchetgen, Humanities Department  
Mark Henschel, Mathematics Department  
Laurea Long, Mathematics Department  
Vinita Ricks, Social Sciences Department  
Michael Ruggeri, Social Science Department  
Ephrem Rabin, Guest, Computer Information Services/Business Department  
Keenan Andrews, Assistant Dean, Research & Planning  
George Bickford, Assistant Dean of Instruction

Meeting convened at 3:00 PM, Room 1028, Harold Washington College

**Approval of Prior Meeting Minutes**

Attendees reviewed, made the motion to review and accept the Minutes of the January 28, 2004 Meeting as follows:

Page 2, Report from Cross-Disciplinary Groups, Communications & Information Literacy, **add “Jennifer Asimow (for Mike Davis) said...”** and Cultures, Human Behavior & Diversity, **delete “Amanda Loos and”**. Corrected Minutes are being posted to the Blackboard site.

**Blackboard Update by Ephrem Rabin**

Access and use of the Assessment Committee (AC) Blackboard Group was reviewed. All AC members, department chairs, and cross-disciplinary subcommittee members are encouraged to use AC Blackboard Group for communication and receipt of updated information. Please notify Cecilia Lopez know if AC member(s) need to be added to the site and contact Ephrem Rabin if you need assistance with access and use.

### **CCTST Norm Data Available from the Publisher**

Last two pages of the agenda outlines the Norm Data available without additional charges to the College. If the Assessment Committee (AC) seeks additional data comparison, appropriate charges will be sought by CCTST. AC Members are to read the two pages prior to the next meeting to suggest what additional variables are preferred regarding the data collected in the Fall 2003 Assessment Testing. Cecilia Lopez will inquire if urban, suburban, and rural comparisons are available. HWC's data results have not been received to date for the Fall 2003 tested cohorts.

### **Cross-Disciplinary Groups Oral Progress Report**

1. *Quantitative Reasoning and Scientific Inquiry* – Group met via email and subcommittee members are to forward their comments to Laura Chambers for compilation and submission to Cecilia Lopez.
2. *Humanities and the Arts* – Group received documentation through subcommittee chair and some have not reported. Cecilia Lopez wants forward movement on this subcommittee because diversity measurement needs to be ready for Fall 2004 assessment.
3. *Communications and Information Literacy* – Group is scheduled to meet as a subcommittee on Friday, February 6, 2004, at 11:30 AM and is focusing on type of instrument to be developed for assessment. It was suggested that English/Speech/Theater Department has many years of data from the Exit Examinations administered [Fall 2003, 1200 students were tested] and that this data should be considered in this subcommittee's discussion and development.
4. *Cultures, Human Behavior, and Diversity* – Group is scheduled to meet February 4 at 2:00 PM and is using Blackboard Group discussion to communicate. They are close to forming learning outcomes to forward to Cecilia Lopez.

### **Subcommittee Report Assessment Committee Charge**

Membership of the Assessment Committee is the selection of the individual department chair without differentiating between tenured and non-tenured full-time faculty. A subcommittee was voluntarily formed with Vinita Ricks, Armen Sarrafian and Carrie Nepstad to further develop the Charge and will report back at the next meeting. The process of reviewing the document has taken several weeks to review; to move the

MINUTES OF ASSESSMENT COMMITTEE MEETING  
Wednesday, February 04, 2004

agenda forward, a smaller subcommittee was formed to complete the Charge development.

**Assessment Conferences**

March 3, 2004: *Assessment Fair*, Oakton Community College, IL

March 4-6, 2004: *General Education and Assessment: Generating Commitment, Value & Evidence*, sponsored by AAC&U at Long Beach, CA

June 12-15, 2004: *Connecting Public Audiences to Our Work*, sponsored by AAHE at Adams Mark Hotel, Denver, CO

Please let Cecilia Lopez know if any committee members are interested in attending. She stated further information is online at the conference web sites.

Meeting adjourned at 4:00 PM.

<p><b>Next Meeting of the Assessment Committee is scheduled for Wednesday, February 11, 2004 at 3:00 PM, Room 1028.</b></p>
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MINUTES OF ASSESSMENT COMMITTEE MEETING  
Wednesday, February 11, 2004

**Attendees:**

Cecilia Lopez, Vice President, Academic & Student Affairs  
Sammie Dortch, Applied Sciences Department  
Jennifer Asimow, Applied Sciences Department  
Carrie Nepstad, Applied Science Department  
Armen Sarrafian, Art/Digital Multimedia Design Department  
Helene Gabelnick, Biological/Physical Sciences Department  
Glenn Weller, Computer Information Services/Business Department  
Sydney Daniels, English/Speech/Theater Department  
Willard Moody, English/Speech/Theater Department  
Denise Maduli-Williams, Foreign Language/English as a Second Language Department  
Pierre Tchetgen, Humanities Department  
Mark Henschel, Mathematics Department  
Laurea Long, Mathematics Department  
Vinita Ricks, Social Sciences Department  
Michael Ruggeri, Social Science Department  
Keenan Andrews, Assistant Dean, Research & Planning  
George Bickford, Assistant Dean of Instruction

Meeting convened at 3:00 PM, Room 1028, Harold Washington College

**Approval of Prior Meeting Minutes**

Attendees reviewed Amended Minutes of the January 28, 2004 Meeting were approved.  
Attendees reviewed the Minutes of the February 4, 2004 Meeting and were corrected and approved.

**CCTST Update**

On Friday, February 9, 2004, a telephone response from the publisher stated that Harold Washington College's CCTST data will be scanned and results returned within 10 days. Publisher stated that separation of comparison of rural to urban data is not done. A follow-up call to the publisher will determine if urban, suburban and rural comparisons can be accomplished with HWC's data. If this is not possible, acceptance will be to have HWC data compared to other urban and rural community colleges.

### **Cross-Disciplinary Groups Oral Progress Report**

1. *Quantitative Reasoning and Scientific Inquiry* – Laura Chambers will make minor corrections of the group's input and submit to Cecilia Lopez.
2. *Humanities and the Arts* – Sydney Daniels said his impression was that the group had completed its work. He will inquire with John Hader and have the group's recommendations sent to Cecilia Lopez, the Assessment Committee, or both.
3. *Communications and Information Literacy* – Jennifer Asimow stated the group met but does not know the outcomes. She stated that there would be something to present by next week's meeting.
4. *Cultures, Human Behavior, and Diversity* – Denise Maduli-Williams will encourage the group to have its work completed so that the Assessment Committee can proceed with its work.

Discussions ensued regarding the relationship between the Assessment Committee and the Cross-Disciplinary Groups. The Cross-Disciplinary Groups' responsibilities are to establish the student learning outcomes of their group's construct(s). The Assessment Committee's responsibility is to address and evaluate the learning outcomes that each Cross-Disciplinary Group submits. The Assessment Committee is to collect, interpret, and disseminate the data as it relates to assessment of learning outcomes.

### **Subcommittee Report Assessment Committee Charge**

The subcommittee is reformulating the Charge document and would like to work on wording and spend more time on the Charge and bring its results to the Assessment Committee as a whole at a subsequent meeting. Cecilia Lopez indicated she wants the subcommittee to notify her when the Charge is ready, so the agenda for the subsequent Assessment Committee can be devoted to reviewing the Charge document in its entirety.

### **Assessment Calendar**

The Assessment Committee needs to select a week in Fall 2004 Semester to be the assessment test week. The need to establish this week now is that collaboration among faculty can be obtained earlier, advertising can be established earlier to the faculty, staff and students, and backing into the date will allow the Assessment Committee to proceed with activities leading up to Assessment Week in Fall 2004 Semester. There is a strong need to go forward with assessing Diversity and Information Literacy or both. Critical Thinking was assessed in Fall 2003 Semester. HWC must submit a Progress Report to North Central Association in November 2004.

## MINUTES OF ASSESSMENT COMMITTEE MEETING

Wednesday, February 11, 2004

The unanimous vote of the 12\* Assessment Committee members present was for the following motion:

**During Assessment Week Fall 2004 at least one test measure will be administered and preferably it will be Diversity and/or Information Literacy.**

The unanimous vote of the 11\*\* Assessment Committee members present was that Assessment Week will be the 6<sup>th</sup> week of the Fall 2004 Semester.

\*When the vote was taken, two faculty members had left the meeting.

\*\*When the vote was taken, three faculty members had left the meeting.

### **Assessment Conferences**

March 3, 2004: Assessment Fair, Oakton Community College, IL

Cecilia Lopez urged Assessment Committee members to attend this conference since it is relatively inexpensive and located near Chicago. Those AC members who wish to attend the fair can sign-up through Cecilia Lopez or directly with Oakton Community College. The policy for covering faculty courses is as follows: If there have been no absences of the faculty member with the course to date, the class meeting can be canceled without the necessity of a substitute for the faculty member's absence. If there has been an absence, a substitute must be assigned and the class meeting is not canceled. Cecilia Lopez will determine with John Wozniak, Interim President, if there are funds available to have a substitute for faculty members who want to attend the assessment fair, but do not want the class meetings canceled.

Please let Cecilia Lopez know if any committee members are interested in attending. Further information is online at the conference web sites.

Meeting adjourned at 4:00 PM.

**Next Meeting of the Assessment Committee is scheduled for Wednesday, February 18, 2004 at 3:00 PM, Room 1028.**

## DRAFT

### **Attendees:**

Cecilia Lopez, Vice President, Academic & Student Affairs  
Sammie Dortch, Applied Sciences Department  
Jennifer Asimow, Applied Sciences Department  
Carrie Nepstad, Applied Science Department  
Helene Gabelnick, Biological/Physical Sciences Department  
Glenn Weller, Computer Information Services/Business Department  
Sydney Daniels, English/Speech/Theater Department  
John Hader, English/Speech/Theater Department  
Willard Moody, English/Speech/Theater Department  
Denise Maduli-Williams, Foreign Language/English as a Second Language Department  
Pierre Tchetgen, Humanities Department  
Celia Perez, Library  
Mark Henschel, Mathematics Department  
Laurea Long, Mathematics Department  
Michael Ruggeri, Social Science Department  
Saundra Banyard, Dean of Student Services  
Keenan Andrews, Assistant Dean, Research & Planning  
George Bickford, Assistant Dean of Instruction

### **Absent:**

Armen Sarrafian, Art/Digital Multimedia Design Department  
Vinita Ricks, Social Sciences Department  
Peggy Rademaker, Acting Dean, Center for Distance Learning  
Ja'hnette Coleman, President, Student Government Association

Meeting convened at 3:00 PM, Room 1028, Harold Washington College

### **Approval of Prior Meeting Minutes**

Minutes of Wednesday, February 11, 2004 were approved.

### **CCTST Update**

Harold Washington College may have an outstanding balance due to CCTST, which is being researched for next meeting. HWC's CCTST data will be scanned within the next 10 days provided there are no outstanding finances due the publisher of the test.

## DRAFT

### Cross-Disciplinary Groups Oral Progress Report

1. *Quantitative Reasoning and Scientific Inquiry* – Student Learning Outcomes were provided in the agenda. Changes recommended were “the student **will** [rather than, **should be able to**] use a cross-disciplinary approach to:”. The group is now to create the assessment instrument for the student learning outcomes. One option is to create a survey of the students in this area. The assessment instrument will most likely be in written rather than oral form.
2. *Humanities and the Arts* – John Hader provided a handout with five, student-learning outcomes the group is recommending. The group will resume work on the document and may use the similar approach as the Quantitative Reasoning and Scientific Inquiry Group in stating what the students will demonstrate.
3. *Communications and Information Literacy* – Jennifer Asimow stated the group would definitely have a presentation at next week’s meeting. Mike Davis, the group facilitator had met with Cecilia Lopez earlier in the week regarding the group’s progress.
4. *Cultures, Human Behavior, and Diversity* – No members were present. No report due to time constraints of the meeting.

### Subcommittee Report Assessment Committee Charge

No report due to time constraints of the meeting.

### Assessment Calendar

Denise Maduli-Williams with her subcommittee members of Helene Gabelnick and Celia Perez presented a DRAFT of the Assessment Calendar from March 19, 2004 through February 14-18, 2005. The Assessment Meeting of Wednesday, February 24, 2004 will address the calendar as its first agenda item. Attendees are to review the DRAFT and be prepared to make comment(s).

### Assessment Conferences

- March 3, 2004: *Assessment Fair*, Oakton Community College, IL
- March 4-6, 2004: *General Education and Assessment: Generating Commitment, Value, & Evidence*, AAC&U at Lon Beach, CA
- March 27-30, 2004: *HLC/NCA 2004 Annual Meeting*, Hyatt Regency, Chicago.

## DRAFT

- June 12-15, 2004: *Connecting Public Audiences to our Work*, AAHE at Adams Mark Hotel, Denver, CO

If you are interested in the March 3, 2004 conference, you must complete a Conference Leave Request form and have it approved by your department chair and supervisors and turned into the Business Office for processing the conference payment by close of business on Friday, February 20, 2004. Also, you will need to coordinate with your department chair and Cecilia Lopez on the necessity to pay for substitute instructor should your class meeting(s) not be canceled.

Meeting adjourned at 4:00 PM.

**Next Meeting of the Assessment Committee is scheduled for Wednesday, February 25, 2004 at 3:00 PM, Room 1028.**

## MINUTES OF ASSESSMENT COMMITTEE MEETING

Wednesday, February 25, 2004

### **Attendees:**

Sammie Dortch, Applied Sciences Department  
Jennifer Asimow, Applied Sciences Department  
Carrie Nepstad, Applied Science Department  
Armen Sarrafian, Art Department  
Helene Gabelnick, Biological/Physical Sciences Department  
Glenn Weller, Computer Information Services/Business Department  
Sydney Daniels, English/Speech/Theater Department  
Willard Moody, English/Speech/Theater Department  
Denise Maduli-Williams, Foreign Language/English as a Second Language Department  
Pierre Tchetgen, Humanities Department  
Mark Henschel, Mathematics Department  
Laurea Long, Mathematics Department  
Michael Ruggeri, Social Science Department  
Keenan Andrews, Assistant Dean, Research & Planning  
George Bickford, Assistant Dean of Instruction

### **Absent:**

Cecilia Lopez, Vice President, Academic & Student Affairs  
Celia Perez, Library  
Vinita Ricks, Social Sciences Department  
Saundra Banyard, Dean of Student Services  
Peggy Rademaker, Acting Dean, Center for Distance Learning  
Ja'hnette Coleman, President, Student Government Association

Meeting convened at 3:00 PM, Room 1028, Harold Washington College

### **Approval of Prior Meeting Minutes**

Minutes of Wednesday, February 18, 2004 were approved.

### **CCTST Update**

Harold Washington College's data is being processed. Cohort data should be available at next meeting.

### **Cross-Disciplinary Groups Oral Progress Report**

1. *Quantitative Reasoning and Scientific Inquiry* – Student Learning Outcomes were provided in the agenda. The outcomes were adopted at a previous meeting. The group is discussing an assessment instrument.
2. *Humanities and the Arts* – The group outcomes were adopted at a previous meeting. The group is discussing an assessment instrument.

## MINUTES OF ASSESSMENT COMMITTEE MEETING

Wednesday, February 25, 2004

3. *Communications and Information Literacy* – The group will present its outcomes at the March 10, 2004 meeting.
4. *Cultures, Human Behavior, and Diversity* – The group will present its outcomes at the March 10, 2004 meeting.

### **Subcommittee Report Assessment Committee Charge**

No report due to time constraints of the meeting.

### **Assessment Calendar**

The calendar is dependent on the receipt of the Fall 2003 Assessment Data and the Committee's recommendation to faculty on the results and faculty's response to incorporating any changes stemming from the assessment results. Discussion included the need for the calendar items relating to distributing assessment information to faculty for eventual use in the classroom. The Calendar is accepted in its rationale and sequence; however, its implementation is dependent on the Fall 2003 Assessment Outcomes.

### **Assessment Conferences**

- March 3, 2004: *Assessment Fair*, Oakton Community College, IL
- March 4-6, 2004: *General Education and Assessment: Generating Commitment, Value, & Evidence*, AAC&U at Lon Beach, CA
- March 27-30, 2004: *HLC/NCA 2004 Annual Meeting*, Hyatt Regency, Chicago.
- June 12-15, 2004: *Connecting Public Audiences to our Work*, AAHE at Adams Mark Hotel, Denver, CO

Cecilia Lopez, Carrie Nepstad, Laorea Long and Peggy Rademaker will attend the March 3, 2004, Assessment Fair at Oakton Community College. No Assessment Committee meeting will be held on Wednesday, March 3<sup>rd</sup>.

Meeting adjourned at 4:00 PM.

<b>Next Meeting of the Assessment Committee is scheduled for Wednesday, March 10, 2004 at 3:00 PM, Room 1028.</b>
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**MINUTES OF ASSESSMENT COMMITTEE MEETING**  
Wednesday, March 10, 2004

**Attendees:**

Cecilia Lopez, Vice President, Academic & Student Affairs  
Jennifer Asimow, Applied Sciences Department  
Carrie Nepstad, Applied Science Department  
Armen Sarrafian, Art Department  
Helene Gabelnick, Biological/Physical Sciences Department  
Glenn Weller, Computer Information Services/Business Department  
Sydney Daniels, English/Speech/Theater Department  
Willard Moody, English/Speech/Theater Department  
Amanda Loos, Humanities Department  
Pierre Tchetgen, Humanities Department  
Vinita Ricks, Social Sciences Department  
Michael Ruggeri, Social Science Department  
Ja'hnette Coleman, President, Student Government Association  
Keenan Andrews, Assistant Dean, Research & Planning  
George Bickford, Assistant Dean of Instruction

**Absent:**

Sammie Dortch, Applied Sciences Department  
Denise Maduli-Williams, Foreign Language/English as a Second Language Department  
Celia Perez, Library  
Mark Henschel, Mathematics Department  
Laurea Long, Mathematics Department  
Saundra Banyard, Dean of Student Services  
Peggy Rademaker, Acting Dean, Center for Distance Learning

Meeting convened at 3:00 PM, Room 1028, Harold Washington College

**Approval of Prior Meeting Minutes**

Minutes of Wednesday, February 25, 2004 were not approved due to collation of the minutes was erroneous. Minutes will be presented for approval at the next meeting, Wednesday, March 17, 2004.

**CCTST Update**

Keenan Andrews presented a *DRAFT* summation of the Harold Washington College's California Critical Thinking Skills Test (CCTST) results. The *DRAFT* is to be reviewed by committee members for discussion at the next committee meeting. The interpretation of the CCTST results and recommendations to academic departments for

MINUTES OF ASSESSMENT COMMITTEE MEETING  
Wednesday, March 10, 2004

implementation of critical thinking exercises within their disciplines will be the topic of subsequent committee meetings. The raw data from the CCTST results was also distributed. Committee members who were not present at the meeting will receive a copy of the *DRAFT* and the raw data for their review prior to the next meeting.

**Cross-Disciplinary Groups Oral Progress Report**

1. *Quantitative Reasoning and Scientific Inquiry* – Student Learning Outcomes were provided in the agenda. The outcomes were adopted at a previous meeting. The group is discussing an assessment instrument.
2. *Humanities and the Arts* – The group outcomes were adopted at a previous meeting. The group is discussing an assessment instrument.
3. *Communications and Information Literacy* – Glenn Weller, member of the Group, presented the Group's *DRAFT* Information Competencies. After brief discussion of the context, committee members were requested to provide recommended changes to the document prior to the next meeting. Committee members who were not present at the meeting will receive a copy of the *DRAFT* for their review prior to the next meeting.
4. *Cultures, Human Behavior, and Diversity* – Amanda Loos, chair of the Group, presented the Group's *DRAFT* Learning Outcomes. After brief discussion of the context, committee members were requested to provide recommended changes to the *DRAFT* prior to the next meeting. Committee members who were not present at the meeting will receive a copy of the *DRAFT* for their review prior to the next meeting.

**Subcommittee Report Assessment Committee Charge**

5. Carrie Nepstad distributed a ***DRAFT Revised March 1, 2004, Assessment Committee Charge*** and the Strategies Southeast Missouri State University, a departmental annual report to address student learning, were distributed. Committee members are to provide Carrie with their recommended revisions to the *DRAFT* by Monday, March 22, 2004, through email at [cnepstad@ccc.edu](mailto:cnepstad@ccc.edu), so she can be prepared to discuss the *DRAFT* recommended revisions at the March 24<sup>th</sup> meeting. Committee members who were not present at the meeting will receive a copy of the *DRAFT* for their review prior to the next meeting.

MINUTES OF ASSESSMENT COMMITTEE MEETING  
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**Assessment Calendar**

There was no discussion of this agenda item. The Assessment Calendar is dependent on the interpretation of the Fall 2003 Assessment Data from CCTST and the Committee's recommendation to faculty on the results and faculty's response to incorporating any changes stemming from the assessment results. The Assessment Calendar is accepted in its rationale and sequence; however, its implementation is dependent on the next steps with the Fall 2003 Assessment Outcomes of the CCTST.

**Assessment Conferences**

- March 27-30, 2004: *HLC/NCA 2004 Annual Meeting*, Hyatt Regency, Chicago.
- June 12-15, 2004: *Connecting Public Audiences to our Work*, AAHE at Adams Mark Hotel, Denver, CO

Meeting adjourned at 4:00 PM.

**Next Meeting of the Assessment Committee is scheduled for Wednesday, March 17, 2004 at 3:00 PM, Room 1028.**

MINUTES OF ASSESSMENT COMMITTEE MEETING  
Wednesday, March 17, 2004

**Attendees:**

Cecilia Lopez, Vice President, Academic & Student Affairs  
Jennifer Asimow, Applied Sciences Department  
Carrie Nepstad, Applied Science Department  
Armen Sarrafian, Art Department  
Helene Gabelnick, Biological/Physical Sciences Department  
Glenn Weller, Computer Information Services/Business Department  
Sydney Daniels, English/Speech/Theater Department  
Willard Moody, English/Speech/Theater Department  
Pierre Tchetgen, Humanities Department  
Celia Perez, Library  
Mark Henschel, Mathematics Department  
Laurea Long, Mathematics Department  
Michael Ruggeri, Social Science Department  
Ja'hnette Coleman, President, Student Government Association  
Keenan Andrews, Assistant Dean, Research & Planning  
George Bickford, Assistant Dean of Instruction

**Absent:**

Sammie Dortch, Applied Sciences Department  
Denise Maduli-Williams, Foreign Language/English as a Second Language Department  
Vinita Ricks, Social Sciences Department  
Saundra Banyard, Dean of Student Services  
Peggy Rademaker, Acting Dean, Center for Distance Learning

Meeting convened at 3:00 PM, Room 1028, Harold Washington College

**Approval of Prior Meeting Minutes**

Minutes of Wednesday, February 25, 2004 were approved with the addition of the following sentence: "Discussion included the need for the calendar items relating to distributing assessment information to faculty for eventual use in the classroom".  
Minutes of Wednesday, March 10, 2004 were approved.

**CCTST Update**

- a. Presentation: Keenan Andrews, Assistant Dean of Research and Planning, compiled data, *Revision of Percentile Scores*, in response to the Committee's request and the data interpretations were discussed.
- b. Discussion: What do the data suggest? Harold Washington College student cohorts were compared to 2-year college students in parts of California, New York, South Dakota and all of Tennessee, where the CCTST is mandated across

## MINUTES OF ASSESSMENT COMMITTEE MEETING

Wednesday, March 17, 2004

the state. Of the 1,694 HWC students taking the test, 181 did not complete answering all the questions. This completion rate is considered good. Page 3 of the *Revision of Percentile Scores* indicates the scoring of all HWC students for questions 1-35. There is zero correlation between the age of the student and how well the student did on the test. Further discussion revolved around the standard deviation.

- c. Discussion: How do we disseminate the data and in what format to the faculty? It was suggested that the Assessment Committee stay practical about what we recommend to faculty regarding the CCTST results. It was recommended to provide no more than one page with readable graph and what comparison HWC has to the other states who administered the CCTST. Provide a brief interpretation of no more than one page with an explanation of the data and suggestions for action by the faculty to incorporate critical thinking in their course curriculum and outline. Another suggestion was stating to faculty that “coming next month” can be suggestions for adopting course outlines to focus on critical thinking. It was suggested to provide results of inductive and deductive reasoning. It was further suggested to have a small group of faculty run a test of what to present at the next meeting of the Assessment Committee. Volunteers on two projects are Keenan Andrews, Laorea Long and Mark Henschel for providing the data, graph as interpretation of the data, and recommend suggestions of where HWC goes from here and a statement to discuss. Celia Perez, Jennifer Asimow and Carrie Nepstad can a presentation on how humans develop to discern between inductive and deductive reasoning.
- d. Discussion: What effect does item 2[c] have on the assessment calendar?
- e. Decision: How do we best provide students with their CCTST scores? It was discussed to provide students their score only upon their individual requests. The students are not allowed to see their test results in comparison to the correct answer key or review the test again with the correct answer.

### **Cross-Disciplinary Groups Oral Progress Report**

1. *Quantitative Reasoning and Scientific Inquiry* – Update  
Laura Chambers, Facilitator  
Helene Gabelnick, Assessment Committee Representative  
Describe the ways mathematics and science relate to other disciplines.
2. *Humanities and the Arts* – Update  
John Hader, Facilitator  
Sydney Daniels & Armen Sarrafian, Assessment Committee Representatives

## MINUTES OF ASSESSMENT COMMITTEE MEETING

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3. *Communications and Information Literacy* – Update  
Mike Davis, Facilitator  
Jennifer Asimow, Gabriella Cambiasso & Glenn Weller, Assessment  
Committee Representatives
4. *Cultures, Human Behavior, and Diversity* – Update  
Amanda Loos, Facilitator  
Margarita Chavez, Assessment Committee Representative

### **Subcommittee Report on Assessment Committee Charge**

Assessment Committee members were encouraged to provide feedback to the latest revision of the *Charge* to Carrie Nepstad by Monday, March 22, 2004 so she can incorporate the changes, if necessary, prior to the next meeting on March 24, 2004.

### **Assessment Conferences**

- March 27-30, 2004: *HLC/NCA 2004 Annual Meeting*, Hyatt Regency, Chicago. Carrie Nepstad, Cecelia Lopez, Christine Franz, Sandra Banyard, Phyllis Daniels-Ward, Denise Wilkin, Wendell Blair and George Bickford will attend. Let Cecelia Lopez know by end of day [March 17<sup>th</sup>] if anyone else is interested in attending.
- June 12-15, 2004: *Connecting Public Audiences to our Work*, AAHE at Adams Mark Hotel, Denver, CO

Meeting adjourned at 4:08 PM.

<p><b>Next Meeting of the Assessment Committee is scheduled for Wednesday, March 24, 2004 at 3:00 PM, Room 1028.</b></p>
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MINUTES OF ASSESSMENT COMMITTEE MEETING  
Wednesday, March 24, 2004

**Attendees:**

Cecilia Lopez, Vice President, Academic & Student Affairs  
Jennifer Asimow, Applied Sciences Department  
Carrie Nepstad, Applied Science Department  
Armen Sarrafian, Art Department  
Helene Gabelnick, Biological/Physical Sciences Department  
Glenn Weller, Computer Information Services/Business Department  
Sydney Daniels, English/Speech/Theater Department  
Willard Moody, English/Speech/Theater Department  
Denise Maduli-Williams, Foreign Language/English as a Second Language Department  
Pierre Tchetgen, Humanities Department  
Celia Perez, Library  
Mark Henschel, Mathematics Department  
Laurea Long, Mathematics Department  
Vinita Ricks, Social Sciences Department  
Ja'hnette Coleman, President, Student Government Association  
George Bickford, Assistant Dean of Instruction

**Absent:**

Sammie Dortch, Applied Sciences Department  
Michael Ruggeri, Social Science Department  
Saundra Banyard, Dean of Student Services  
Peggy Rademaker, Acting Dean, Center for Distance Learning  
Keenan Andrews, Assistant Dean, Research & Planning

Meeting convened at 3:00 PM, Room 1028, Harold Washington College

**Approval of Meeting Minutes for March 17, 2004**

Minutes were approved after the removal of the sentence, "HWC is within the top 25 percentile of the entire populations who took the CCTST", the next to the last sentence in CCTST Update, paragraph b.

**CCTST**

- a. Discussion: How do we disseminate the data and in what format to the faculty?  
Maybe two separate documents need to be developed, which will provide a summary page of the highlights of what the data represents using full scales [numbers 1-35 questions] and using percentages to compare HWC to the whole. A second document will provide similar, but smaller bar graphs with complete

## MINUTES OF ASSESSMENT COMMITTEE MEETING

Wednesday, March 24, 2004

scales and percentages or one large graph with all competencies listed within the graph for HWC student scores. The CCTST scores will become a baseline for the second testing of Critical Thinking in two years [FY06]. Vinita Ricks volunteered to work with Mark Henschel and Launea Long on the explanations of the graph language.

- b. Discussion: What effect does item 2[c] have on the assessment calendar?
- c. Decision: How do we best provide students with their CCTST scores? It was discussed to provide students their score only upon their individual requests. The students are not allowed to see their test results in comparison to the correct answer key or review the test again with the correct answer. Questions within the CCTST that applied to the competencies were:

Analysis – 7 questions  
Inference – 16 questions  
Evaluation – 11 questions  
Inductive Reasoning – 17 questions  
Deductive Reasoning – 17 questions

Total number of questions was 34 questions.

### **Cross-Disciplinary Groups Oral Progress Reports**

Updates tabled.

### **Subcommittee Report on Assessment Committee Charge**

Assessment Committee members were encouraged to provide feedback to the latest revision of the *Charge* to Carrie Nepstad by Monday, March 22, 2004 so she can incorporate the changes, if necessary, prior to the next meeting on March 24, 2004.

### **Assessment Conferences**

- June 12-15, 2004: *Connecting Public Audiences to our Work*, AAHE at Adams Mark Hotel, Denver, CO

Meeting adjourned at 4:08 PM.

<b>Next Meeting of the Assessment Committee is scheduled for Wednesday, March 31, 2004 at 3:00 PM, Room 1028.</b>
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MINUTES OF ASSESSMENT COMMITTEE MEETING  
Wednesday, March 31, 2004

**Attendees:**

Cecilia Lopez, Vice President, Academic & Student Affairs  
Jennifer Asimow, Applied Sciences Department  
Carrie Nepstad, Applied Science Department  
Armen Sarrafian, Art Department  
Helene Gabelnick, Biological/Physical Sciences Department  
Glenn Weller, Computer Information Services/Business Department  
Sydney Daniels, English/Speech/Theater Department  
Willard Moody, English/Speech/Theater Department  
Margarita Chavez, Foreign Language/English as a Second Language Department  
Pierre Tchetgen, Humanities Department  
Celia Perez, Library  
Laurea Long, Mathematics Department  
Michael Ruggeri, Social Science Department  
Ja'hnette Coleman, President, Student Government Association  
Keenan Andrews, Assistant Dean, Research & Planning  
George Bickford, Assistant Dean of Instruction

**Absent:**

Sammie Dortch, Applied Sciences Department  
Mark Henschel, Mathematics Department  
Vinita Ricks, Social Sciences Department  
Saundra Banyard, Dean of Student Services  
Peggy Rademaker, Acting Dean, Center for Distance Learning

Meeting convened at 3:00 PM, Room 1028, Harold Washington College

**Approval of Meeting Minutes for March 31, 2004**

Minutes were approved after correcting the attendee's list.

MINUTES OF ASSESSMENT COMMITTEE MEETING  
Wednesday, March 31, 2004

**CCTST**

- a. Discussion: What information do we disseminate to the faculty and to students? Discussion of DRAFT paper for Faculty on Harold Washington College's Results of the California Critical Thinking Test, which was distributed at the meeting, consumed the majority of the meeting. Faculty recommended changes resulting in a more concise document, which Armen Sarrafian will convert to desktop publisher format. From this document, a student document will be drafted.
- b. Discussion: What effect does item 2[c] have on the assessment calendar? No action taken.

**Cross-Disciplinary Groups Oral Progress Reports**

Updates tabled.

**Subcommittee Report on Assessment Committee Charge**

Discussion tabled.

**TO DO LIST [before the end of Spring 2004]:**

1. Distribute CCTST information sheet for faculty and students.
2. Approve Assessment Committee Charge.
  - A. Elect Assessment Committee Chair
  - B. Recommendations to Chief Academic Officer
3. Complete Diversity and Information Literacy Group Outcomes
  - A. Arrange for Summer Stipend for faculty to develop measures
  - B. Implement Pilot Test during Fall 2004
4. Develop Workshop and Materials for Critical Thinking Workshop for Fall 2004
  - A. Arrange for Summer Stipend for faculty to develop workshop for Fall 2004
  - B. Provide Fall 2004 Faculty Workshop on Critical Thinking Strategies for Course Outlines

Meeting adjourned at 4:15 PM.

<p><b>Next Meeting of the Assessment Committee is scheduled for Wednesday, April 14, 2004 at 3:00 PM, Room 1028.</b></p>
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