

**Assessment Committee Meeting
Minutes
August 31, 2005**

Attendees:

Jennifer Asimow, Applied Science Department
Anna Blum, Interim Dean of Instructions
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
Camelia Salajeau, Mathematics Department
Armen Sarrafian, Art Department
Glenn Weller, Computer Information Services/Business Department
Lynell Kiely, Social Science Department
John Metoyer, Art Department
Dana Perry, Physical Science / Biology Department
Dave Richardson, Humanities Department
Kate Connor, Intern, Child Development

Absent:

Keenan Andrews, Assistant Dean, Research and Planning
Denise Maduli-Williams, Foreign Language/ESL
Celia Perez, Library
Brandon Taylor, CDL
George Bickford, Assistant Dean of Instruction
Denise Maduli-Williams, ESL/Foreign Language
Sangha Saha, Biology

Meeting convened 3:00 p.m. in Room 1029 at Harold Washington College.

1. Discussion of Minutes

- The minutes from the May 25, 2005 meeting are missing. Jennifer Asimow is trying to locate them. She reminded the group that they had made a motion to appoint a secretary to the committee. Glenn Weller and Jennifer Asimow will meet before next week to discuss the appointment.

2. Introductions

- The committee introduced themselves. New to the committee are the Associate Interim Vice-Deans, John Metoyer and Barrington Edwards. Jennifer Asimow appealed to the group to encourage each department to have two voting members on the committee.

3. Assessment Workshop August 25, 2005

- Jennifer Asimow discussed the poor attendance at the August 25th Assessment workshop. The committee discussed the various reasons why there was low attendance. Dave Richardson suggested that each department use a short survey to determine the reasons why their faculty members did not attend. Jennifer Asimow will create this survey and send it to department chairs for copying and distribution. Department chairs will be asked to send their surveys back to the committee via their committee member.
- Cecilia recommended that a member, or members, (Jennifer Asimow or Glenn Weller) of the assessment committee come to the next department chairs meeting to appeal the case of the importance of assessment to their faculty members.
- Armen Sarrafian discussed the process at Blackhawk Community College where new faculty is directed first to the Faculty Resource Center where they learn about the culture of learning at their institution. He suggested that new faculty should be encouraged to learn about the available opportunities for professional development via assessment in this way.
- John Metoyer volunteered to create a report of the evaluations from the workshop.

4. Sub-Committee Formations

Jennifer Asimow suggested that the upcoming work of the assessment committee be divided into sub-committees. The following are the sub-committees and their members.

- Web Site Development – John Metoyer, lead, Glenn Weller, Jennifer Asimow
- Conceptual framework – Dana Perry, lead, Helene Gabelnick, Anna Blum
- - Communications/Advertisement – Armen Sarrafian, lead, Willard Moody, Carrie Nepstad
- Departmental Assessment Plans – Cecilia Lopez, lead, Barrington Edwards, John Metoyer, Anita Kelley

5. Diversity Survey

- The survey is ready and on Survey Monkey. Keenan has been working on it over the summer.
- We will try and meet next week in a computer lab so that the committee can work on the survey.
- Homework- consider ways in which this survey will be administered.
- ed to review the language and options for questions eleven through seventeen, to be inclusive of all groups.
- Cecilia López suggested finding an acronym for the Diversity survey. At next week's meeting, she will present the Assessment Committee with a few possible choices, and the committee members can vote on one acronym.

Meeting adjourned at 4:00 p.m.

Respectfully submitted

Jennifer G. Asimow, Chair Assessment Committee

**The next meeting of the Assessment Committee is scheduled for
Wednesday, September 7 at 3:00 p.m. in room 1029.**

**Assessment Committee Meeting
Minutes
September 7, 2005**

Attendees:

Keenan Andrews, Assistant Dean, Research and Planning
Jennifer Asimow, Applied Science Department
Kate Connor, Intern, Child Development
Art DiVito, Mathematics Department
Tim Donahue, English Department
Sammie Dortch, Applied Science Department
Barrington Edwards, Interim Associate Dean of Instruction
Helene Gabelnick, Physical Science / Biology Department
Anita Kelley, Computer Information Services/Business Department
Cecilia Lopéz, Vice President, Academic and Student Affairs
Denise Maduli-Williams, Foreign Language/ESL
John Metoyer, Interim Associate Dean of Instruction
Jesus Miranda, Mathematics Department
Willard Moody, English/Speech/Theater Department
Dana Perry, Physical Science / Biology Department
Carrie Nepstad, Applied Science Department
Armen Sarrafian, Art Department
Glenn Weller, Computer Information Services/Business Department
Les White, Social Science Department

Absent:

George Bickford, Assistant Dean of Instruction
Anna Blum, Interim Dean of Instruction
Lynell Kiely, Social Science Department
Celia Perez, Library
Dave Richardson, Humanities Department
Sangha Saha, Biology
Camelia Salajeon, Mathematics Department
Brandon Taylor, CDL

Meeting convened 3:00 p.m. in Room 408 at Harold Washington College.

1. Minutes from August 31, 2005 approved.
2. New committee members introduced themselves: Jesus Miranda, Les White, and Timothy Donahue.
3. The Assessment Workshop Faculty Evaluation Summary was distributed. John Metoyer put this summary together using Excel. Committee members

should look it over and be prepared to comment at the next meeting.

4. The 1st portion of CCSSE results – Means Summary and Illinois Community Colleges Consortium was distributed. CCSSE results are being distributed in portions so as not to be overwhelming. Committee members should look through the results, highlight the significant data and be prepared to discuss it at the next meeting.
5. Taking of the Human Diversity Survey.
 - Keenan Andrews has the survey up and running on surveymonkey.com. The committee took the survey to check for any errors or problems.
 - A hard copy was passed around for committee members to mark any editing errors.
6. Discussion about the Human Diversity Survey.
 - a. **Unanswered Questions:**

One problem that was noticed was that when members completed the survey and tried to submit it, they were unable to because not all questions had been completed. It was noted that it was very difficult to locate which question had been missed by scrolling back. Jennifer Asimow suggested that Keenan Andrews check if there is a way for the unanswered question to be highlighted for ease.
 - b. **Timing**

The survey currently says that it will take students 35 minutes to complete. Most committee members completed in time, but Jennifer reminded the committee that we are fast readers. It was suggested that students may need more time to complete it.
 - c. **Summary Report**

Keenan emailed each committee member the summary report. She can change the way and type of information that is displayed. Committee members should look over it carefully and think of how and what we want to see in a summary report.
 - d. **Survey Format:**

Barrington Edwards offered to assist Keenan with some of the editing. He suggested perhaps adding a middle ground beyond just “strongly agree,” “agree somewhat,” “disagree somewhat,” and “strongly disagree.” Another point he made was that he got fatigued about halfway through the survey. He asked whether the survey could be broken up into four sections for ease of reading. Jennifer Asimow responded that she also felt fatigued and that it was a long survey. Some minor formatting changes can still be made so that the survey is easier to read. However, she does not

really want to fully redesign the entire survey now after the committee has worked on it so long and hard.

e. Negative Statements

Willard Moody commented that some of the statements were negative and it might be clearer if they were all positive. It was noted that the survey was probably designed that way so that students would have to think carefully before responding to each question.

f. Choices Unreadable

Another point was made that as we scrolled down the survey, we could not see the choices (strongly agree, somewhat agree . . .). Jennifer asked Keenan to find out what the possibilities are with survey monkey. It would be best if we could see the choices with each question. Armen Sarafin also suggested that if the toolbars and headers across the top are removed, we would be able to see more of the screen. Armen also pointed out that a benefit of delivering one question at a time that must be answered before going on would eliminate the need to scroll back and search for missed and/or unanswered questions.

g. Question 2

Helene Gabelnick brought up the wording of this question. She wondered whether the choices could be worded differently than "all or nearly all white" "mostly white" "half white" and so on. Art DiVito also brought up the term "people of color" and asked whether it was considered offensive or not. Other discussion came up about the term "Hispanic." Celicia Lopez said that "Hispanic" is considered offensive to some, and that "Latino" is used more commonly. Discussion ensued over what terminology is standard usage. Barrington Edwards pointed out that not knowing which terms to use is actually a national argument and that we might not have an answer here, but it is useful and healthy for discussion. Jennifer Asimow pointed out that throwing out the survey means starting over after eight months of work. The survey was planned to be given in October. Committee members should look over the survey, with special attention to question two, and be prepared to discuss it next week.

Meeting adjourned at 4:00 pm.

Next meeting scheduled for Wednesday, September 14 at 3:00 p.m.

Respectfully submitted
Denise Maduli-Williams

The next meeting of the Assessment Committee is scheduled for Wednesday, September 14 at 3:00 p.m.

**Assessment Committee Meeting
Minutes
September 14, 2005**

Attendees:

Keenan Andrews, Assistant Dean, Research and Planning
Jennifer Asimow, Applied Science Department
Kate Connor, Intern, Child Development
Tim Donahue, English Department
Sammie Dortch, Applied Science Department
Barrington Edwards, Interim Associate Dean of Instruction
Todd Heldt, Library
Helene Gabelnick, Physical Science / Biology Department
Lynell Kiely, Social Science Department
Cecilia Lopéz, Vice President, Academic and Student Affairs
Denise Maduli-Williams, Foreign Language/ESL
John Metoyer, Interim Associate Dean of Instruction
Jesus Miranda, Mathematics Department
Willard Moody, English/Speech/Theater Department
Dana Perry, Physical Science / Biology Department
Carrie Nepstad, Applied Science Department
Dave Richardson, Humanities Department
Armen Sarrafian, Art Department
Glenn Weller, Computer Information Services/Business Department
Les White, Social Science Department

Absent:

George Bickford, Assistant Dean of Instruction
Anna Blum, Interim Dean of Instruction
Art DiVito, Mathematics Department
Anita Kelley, Computer Information Services/Business Department
Celia Perez, Library
Sangha Saha, Biology
Camelia Salajeau, Mathematics Department
Brandon Taylor, CDL

Meeting convened at 3:00 p.m. in Room 1029 at Harold Washington College.

1. Minutes from September 7, 2005 approved.
2. Jennifer Asimow thanked everyone for their continued hard work with this committee. She acknowledged that committee members do not get release time and that she appreciates all that the members do. She also apologized in case she gave anyone the idea wasn't committed to being flexible and

willing to do whatever it takes so that the Human Diversity Survey is not inappropriate or offensive to anyone in anyway.

3. Todd Heldt, new committee member, introduced.
4. Discussion about the Human Diversity Survey, Question 2

a. Does the question remain in the survey?

The committee discussed at length whether or not this question matters – does it provide valuable information that is needed? Some questions were raised about what the question was really asking – is it about the diversity of neighborhoods or racial background of an individual? Is “neighborhood” the same as the racial and/or ethnic background? Jennifer stated that from a developmental perspective it is important to know where the individual grew up. Their responses could be based in part on their history. Keenan Andrews is able to make connections between responses. It was also noted that no other question in the survey asked specifically about where a person grew up. The committee, by show of hands, decided it does want to keep the question in, but with changes.

b. How can the question be reworded?

The committee discussed varying options at length. One idea is to break up the question into segments asking students to report the different types of diversity within the neighborhood where they grew up. Lynell Kiely suggested having a focus group of students do the survey and ask them. Jennifer mentioned that she did ask her students about the terms “people of color” and “Hispanic.” They responded negatively to both terms. David Richardson and Lynell will work on rewording the question and bring a draft to the next meeting.

c. Length of the survey:

Cecilia Lopez made the point that many of us finished the survey just within the 35 minutes allotted and the students most likely will not get through it. Jennifer said that timing was discussed with the intention of extending the survey time to 45 minutes. Cecilia expressed concern over getting the students into the lab and started and finished in time. She pointed out that the length of the test is a significant issue because fatigue will occur and that affects results.

d. Racial/ethnic wording

Barrington Edwards brought up the fact that the terms *racial* and *ethnic* are not synonymous and having them together with the slash implies that they are. The survey will be changed so that it reads instead *racial and/or ethnic*.

c. Purpose & Background of Human Diversity Survey

Les White asked for some background on the survey, including where it came from and its purposes. Jennifer clarified that the survey serves two purposes: (1) to assess the background and demographics of students and (2) to find out if students are receiving education in diversity. The survey is adapted from two other community colleges.

d. Survey Results Summary & Editing of Survey

Keenen distributed copies of the summary of results from the committee taking the survey last week. She has taken out the duplicates. She can alter the survey so that if a question is skipped, it will say which one so that students do not have to hunt for it at the end. She can also change it to one question per page. She is waiting for all final corrections and changes before making final adjustments.

f. Assessment Week

Jennifer stated that the original scheduled date of October 6th for the survey will probably not happen. We should not rush it and make mistakes. Discussion over when to push it back came up. The 8th week is not considered a good time because of midterms. The 10th week is an option, but Jennifer is not ready to nail down a date yet. Cecilia suggested that the committee could consider giving the CCCTT instead. Jennifer stated that we will get an assessment done this semester.

5. Homework:

Read through the survey again for any mistakes and/or rewording.

Meeting adjourned at 4:00 pm.

Next meeting scheduled for Wednesday, September 21 at 3:00 p.m.

Respectfully submitted
Denise Maduli-Williams

**Assessment Committee Meeting
Minutes
October 5, 2005**

Attendees:

Jennifer Asimow, Applied Science Department
Kate Connor, Intern, Child Development
Tim Donahue, English Department
Sammie Dortch, Applied Science Department
Anthony Ealey, Applied Science Department
Barrington Edwards, Interim Associate Dean of Instruction
Todd Heldt, Library
Helene Gabelnick, Physical Science / Biology Department
Anita Kelley, Computer Information Services/Business Department
Lynell Kiely, Social Science Department
Cecilia Lopéz, Vice President, Academic and Student Affairs
Denise Maduli-Williams, Foreign Language/ESL
John Metoyer, Interim Associate Dean of Instruction
Jesus Miranda, Mathematics Department
Willard Moody, English/Speech/Theater Department
Dana Perry, Physical Science / Biology Department
Carrie Nepstad, Applied Science Department
Dave Richardson, Humanities Department
Armen Sarrafian, Art Department
Les White, Social Science Department

Absent:

Keenan Andrews, Assistant Dean, Research and Planning
George Bickford, Assistant Dean of Instruction
Anna Blum, Interim Dean of Instruction
Celia Perez, Library
Sangha Saha, Biology
Camelia Salajean, Mathematics Department
Brandon Taylor, CDL
Glenn Weller, Computer Information Services/Business Department

Meeting convened at 3:00 p.m. in Room 1029 at Harold Washington College.

1. Approval of Minutes

Minutes from September 28, 2005 approved, with the correction of the CCSSEE website: www.ccsse.org

2. Student Learning Outcomes

Jennifer Asimow and Carrie Nepsted brought up the issue of assessment raised in Art Devito's union letter. Jennifer felt that the comments about student learning outcomes confirms that there may be confusion about what student learning outcomes actually are. Discussion followed about the committee's role in clarifying such definitions. Armen Sarrafian suggested that this may be something the Faculty Council can work on. The assessment committee should follow its charge.

3. Human Diversity Survey Final Corrections

Jennifer received several comments via email about the final survey. One more correction that still needs to be fixed is the wording of **racial/ethnic**. It should read **racial and/or ethnic**.

4. Human Diversity Survey Logistics and Getting Ready

Jennifer led a brainstorming session about all that needs to be done in order to be ready for assessment week.

- Assessment week will run from Monday, October 31 – Saturday, November 5.
- We need 2 classes volunteered for every class in the grid.
- We need the main computer lab and 70 computers (1/2 of the open lab) for each section during that week. Cecilia Lopez will make the arrangements.
- Lab Supervision: There will be a lab technician at all times. However, Jennifer has asked each committee member to volunteer 2 hours each to be available for questions from faculty, students, and lab personnel. These 2 hours may be office hours. A grid was passed around for committee members to sign up. Jennifer will copy it and distribute it at the next meeting.
- Jennifer has prepared and will distribute a letter to faculty asking for volunteers to sign up. This will also include a FAQ sheet for students. Department chairs will be asked to get 10 sections with no duplication. A grid will be attached to the letter to department chairs for easy sign-up. Assessment week and the importance of faculty volunteers will also be discussed at the department chairs' meeting.
- A guidelines/cheat sheet will be drafted for committee members supervising during each section.
- Armen passed around the draft of the Assessment Week flyer. The committee discussed alternatives to the line "*Measure your Mind*" and decided to change it to "*Your experiences . . .*" to better reflect the fact that this semester's assessment is a survey. "*Diversity*" will also be changed to the complete "*Human Diversity Survey*."
- The committee discussed including pre-credit, remedial, and ESL classes in the survey. Credit classes only will participate. Denise Maduli-Williams will poll the ESL department to determine which level of ESL students will be able to participate. Although the survey time is estimated at 45 minutes, ESL classes that participate will be allowed the entire class period (1 hour, 20 minutes) to complete the survey.

5. New CCSSE Results

Jennifer passed out the 3 packets of information. The committee should look over the information and be ready to begin discussing them next week. We should think about: how to proceed and what we want to present to faculty and students, and what to do with the results. The main concern is number 27 where students related their overall experience at HWC below the mean. The committee can begin to discuss how to find out why. Some suggestions were student focus group and/or one-on-one interviews.

Next meeting scheduled for Wednesday, October 12 at 3:00 p.m.

Respectfully submitted,
Denise Maduli-Williams

**Assessment Committee Meeting
Minutes
November 9, 2005**

Attendees:

Jennifer Asimow, Applied Science Department
Tim Donahue, English Department
Sammie Dortch, Applied Science Department
Anthony Ealey, Applied Science Department
Todd Heldt, Library
Helene Gabelnick, Physical Science / Biology Department
Anita Kelley, Computer Information Services/Business Department
Lynell Kiely, Social Science Department
Cecilia Lopéz, Vice President, Academic and Student Affairs
Denise Maduli-Williams, Foreign Language/ESL
John Metoyer, Interim Associate Dean of Instruction
Jesus Miranda, Mathematics Department
Willard Moody, English/Speech/Theater Department
Carrie Nepstad, Applied Science Department
Dana Perry, Physical Science / Biology Department
Armen Sarrafian, Art Department
Glenn Weller, Computer Information Services/Business Department
Les White, Social Science Department

Absent:

Keenan Andrews, Assistant Dean, Research and Planning
George Bickford, Assistant Dean of Instruction
Anna Blum, Interim Dean of Instruction
Kate Connor, Intern, Child Development
Barrington Edwards, Interim Associate Dean of Instruction
Dave Richardson, Humanities Department
Sangha Saha, Biology Department
Camelia Salajeon, Mathematics Department
Brandon Taylor, CDL

Meeting convened at 3:00 p.m. in Room 1029 at Harold Washington College.

1. Approval of Minutes

Minutes from October 26, 2005 approved.

**2. Human Diversity Survey
Initial Report**

- There were a few errors in the report, so Jennifer will wait to hand out copies at next week's meeting.
- There are 870 usable surveys, which is just over 12% of open enrollment. This is good because it is more than we needed for a sample (750).

- The demographics of the survey takers are very close to the demographics of the college student population. We have a very valid sample.

Issues

- 1,600 students were signed up to take the survey, but only 870 did. One-third of the faculty that signed up did not bring their classes.
- There was no lab tech in the lab when the Tuesday 5:30 class showed up to take the survey.
- Friday, Saturday, and Wednesday morning the lab was not open until 10:00am. There was supposed to be someone there to open the lab at 8:00am. There was no one, and no lab techs to help.
- Some faculty were seen dropping off students and then taking off. Some of those students did not do or complete the survey. Jennifer Asimow reported that she felt very awkward having to tell faculty to stay.
- 31 surveys were started, but not completed.
- Some students finished very quickly.
- Some students and faculty did not know how to deal with receipts. Some thought they were supposed to give it to the monitors. Others collected them as proof of attendance.

Comments/Suggestions

- Maybe we were not repetitive enough in the brochures and instructions to faculty. We did not want to be redundant, but did it backfire?
- This semester department chairs were mandated to provide 10 sections for the assessment. Perhaps this was one reason why 1/3 of faculty did not show up.
- Mobile classrooms could be an option for future assessments. We could take a set of laptops into the classroom and have students take the assessment in class with the teachers.
- **Questions for Keenan:**
 - Can we pull out the time it took for students to complete the survey?
 - Can we pull out specific survey answers to see if students checked the same columns for each answer?

3. Assessment Calendar

- The committee needs to decide what assessment to do for Spring 2006. One option is Critical Thinking.
- If we go with Critical Thinking, we would give the 2002 version. We have 1,500 copies available.
- Some changes: we did not ask students to identify their SSN and/or ethnicity. We need to do so this time so that we can determine if the sample reflects the demographics of the college.
- We would need to prep for it by educating everyone about the topic as well as putting information about it in the Assessment Times newsletter. Once we have a website, this information can be available online. Once we have a definition and learning outcomes for all of the goals, that information will go in the HWC catalog.
- Can we possibly give the Math/Science Inquiry for Fall 2006? Art Devito is working on something, just for Math. Cecilia Lopez will find out how far along he is.
- The Interdisciplinary Committees are no longer meeting. However, we do have the definitions that Social Science, Humanities, and Math and Science worked on. Jennifer will bring those to the next meeting and also check to see if they were approved.

- Cecilia Lopez suggested we choose specific people from the committee to determine where each of the groups are for: Humanities, Social Science, and Math and Sciences. We need to find out if they have a definition, learning outcomes, and a measure. Then we can find out who is closer, create target dates, and then be able to plan out ahead which assessments we can do for the coming semesters.
- Jennifer Asimow asked about cycling back to do some of the past assessments. For example, if we do Math in the fall, then would we do Information Literacy (again) in the spring?
- Armen Sarrafian suggested always giving a new assessment in the fall and a repeat in the spring.
- Willard Moody reported that they did find a measure that they like to assess verbal and written skills, but that it is too long. He will find out if there is a shorter test version.
- Helene Gabelnick brought up the point of informing students. They want to know, *"What will happen? What are we going to do with the results?"* We need to discuss whether the seminars and workshops work. Do they help? What else can we do?
- Jennifer Asimow mentioned that for some assessments, the data will be passed on. For example, the Diversity Task Force and the Teacher Resource Center will be using the data from the Human Diversity Survey.

4. Website

- John Metoyer and Jennifer Asimow have created a blueprint, and should have it up within three weeks.
- Jennifer Asimow suggested meeting in a computer lab in a few weeks to take a look at it and offer feedback.

5. Departmental Assessment Plans

- Cecilia Lopez went over the handouts that were distributed at the last meeting.
- The handout on questions can be useful for chairs when looking at a program's learning outcomes and objectives.
- The handout on Bloom's Taxonomy will help faculty write learning objectives and think of higher-order thinking skills.
- Departmental assessment plans should have at least one direct and one indirect measure.
- The measures that departments decide on should not evaluate specific faculty or courses.

Meeting adjourned at 4:00 pm.

Next meeting scheduled for Wednesday, November 16th at 3:00 p.m.

Respectfully submitted
Denise Maduli-Williams

**Assessment Committee Meeting
Minutes
November 16, 2005**

Attendees:

Jennifer Asimow, Applied Science Department
Kate Connor, Intern, Child Development
Tim Donahue, English Department
Anthony Ealey, Applied Science Department
Todd Heldt, Library
Helene Gabelnick, Physical Science / Biology Department
Anita Kelley, Computer Information Services/Business Department
Cecilia Lopéz, Vice President, Academic and Student Affairs
Denise Maduli-Williams, Foreign Language/ESL
John Metoyer, Interim Associate Dean of Instruction
Jesus Miranda, Mathematics Department
Willard Moody, English/Speech/Theater Department
Carrie Nepstad, Applied Science Department
Dana Perry, Physical Science / Biology Department
Armen Sarrafian, Art Department
Glenn Weller, Computer Information Services/Business Department
Les White, Social Science Department

Absent:

Keenan Andrews, Assistant Dean, Research and Planning
George Bickford, Assistant Dean of Instruction
Anna Blum, Interim Dean of Instruction
Sammie Dortch, Applied Science Department
Barrington Edwards, Interim Associate Dean of Instruction
Lynell Kiely, Social Science Department
Dave Richardson, Humanities Department
Sangha Saha, Biology Department
Camelia Salajean, Mathematics Department
Brandon Taylor, CDL

Meeting convened at 3:00 p.m. in Room 1029 at Harold Washington College.

1. Approval of Minutes

Minutes from November 9, 2005 approved, with the change:

Department chairs were ***strongly requested*** to provide 10 sections for the assessment. (instead of *were mandated*)

2. Human Diversity Survey – Discussion of Results

- a. There were 887 usable surveys.
- b. Armen Sarrafian suggested combining *strongly* and *somewhat agree* and *strongly* and *somewhat disagree* to get a better overall picture of whether students generally agreed or disagreed.
- c. Helene Gabelnick was pleased to see that students overall reported that they did not encounter discrimination at HWC.
- d. The committee discussed the issue of self-reporting by students. The question was raised were students' answers honest? For example, students rated their math and academic as strong, but they didn't actually test strongly in other assessments. A comment was made that this is all relative; for example, a student may rate themselves as strong academically if they are the first in their family to go to college.
- e. The committee discussed which questions we might want to break out by ethnicity. For example, #5 – 30% felt discriminated against, and it would help to know which groups exactly reported that.
- f. The committee discussed the roles of this committee vs. the Diversity Task Force. Jennifer stated that the Assessment Committee decides what reports we want and what we think should happen. The Diversity Task Force disseminates information based on our recommendations, and they write the report.
- g. The committee discussed which questions should be broken out by credit hours. In order to widen the sample, it might be better to look at students in two groups – those with 0-30 credits and those with 31-60+ credits. Questions we want broken out by credit hours: 7, 9, 18, and 17.
- h. Cecilia Lopez suggested that the committee needs to get a student representative. Jennifer Asimow reported that she has tried, but no volunteers have come forward. The committee can still present the information to Student Government and PTK.
- i. Questions 20-25 seem to be shown incorrectly; the numbers are correct, but the bars are not.
- j. Questions 10, 16, 17 are all about HWC specifically. The numbers look good if we lump together agree and disagree. What numbers are we shooting for? Is 60% success? Is 80% success? This is our baseline, and we don't yet have anything to compare it to. One suggestion was to see if we can look at national attitudes and compare it generally.
- k. The committee discussed the high numbers in the *neutral* column.
- l. There seems to be optimism in reference to discrimination at HWC, but as seen by questions 11 & 16, students are knowledgeable about discrimination in Chicago and the U.S.

- m. The committee discussed ways to get statistics about the answers. One idea is to get a statistician from the Math Department. We need to find out if the survey is valid and reliable. Cecilia Lopez reported that if we can get someone to run the data, we can get a reliability coefficient and find out about item discrimination. Les White also suggested changing the order of the questions to see if the responses are similar.
- n. One problem came up with the term "survey monkey". The term was seen as offensive to some African-American students.
- o. Kate Conner is familiar with some of the numbers that can be run. She will talk to Keenan Andrews.

3. **Definitions**

Jennifer passed out the working definitions from the sub-committees. They have not been approved. Committee members should read them and be ready to discuss them next week.

Meeting adjourned at 4:00 pm.

Next meeting scheduled for Wednesday, November 30th at 3:00 p.m.

Respectfully submitted
Denise Maduli-Williams