

**Assessment Committee  
Agenda  
1/05/05  
3:00-4:00- ROOM 1030**

1. Read and approve minutes from 12/15/04.
2. CCSSE letters- Comments, suggestions and timeline.
3. Higher Learning Commission/NCA proposal- Carrie Nepstad/Jen Asimow
4. CCSSE informational workshop-schedule, advertising, committee sign-up
5. Calendar
  
6. New Business
  
7. Adjourn

**The next meeting of the Assessment Committee will be on January 12, 2005 from  
3-4PM in Room 1030.**

**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  
Agenda  
1/12/05  
3:00-4:00- ROOM 1030**

1. Read and approve minutes from 1/5/04.
2. CCSSE Script
3. CCSSE informational workshop-schedule, advertising, committee sign-up
4. Calendar
5. New Business
6. Adjourn

**The next meeting of the Assessment Committee will be on January 19, 2005 from  
3-4PM in Room 1030.**

Attendance :

## Assessment Committee Minutes January 12, 2005

The meeting was called to order at 3:05pm.

It was decided to skip the minutes from last week's meeting and move on to discussion of the CCSSE scripts.

- The most important message to give to students is that they should look at the questions in terms of their overall Harold Washington College experience – that this is not necessarily specifically targeting the class they are currently enrolled in.
- There was a question regarding 17-year-old students being exempt from CCSSE. Another question was raised in terms of the validity of exempting 17 year olds. Jen will ask CCSSE. ✓ *Do this*
- The first sentence in the last paragraph, should be in BOLD, "As you complete..."
- Students can find out overall results. It was agreed to include the sentence that they can find out results after July 31<sup>st</sup>, 2005.
- There should be a half-sheet cover letter to faculty explaining that they should read the attached script in order to facilitate the CCSSE.

### CCSSE Information Workshops

- There is a Power Point presentation from CSSEE, which is 45 slides long. Jen is going to whittle that down to 15 with the hopes that the Assessment Committee members could help to field questions.
- A sign-up sheet was passed out for members to commit to one session. The group felt it was important to have an Assessment Committee presence at the workshops.
- There was some discussion on alternate ways for the Assessment Committee Chair to send communications to the HWC faculty and other groups within the college community. Sammie volunteered to look in to alternate routes.

### Calendar

- Jen has designed the beginnings of a working calendar for HWC Assessment activities.
- The start dates for Fall 2005 have not officially been announced. It was suggested that the Assessment Calendar works within the week one to week sixteen framework – dates can then be shifted as needed.
- The committee agreed that one large assessment activity per semester was reasonable and more than one large assessment per semester would most likely stretch the resources of the committee.

Attendance :

## Assessment Committee Minutes January 12, 2005

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- The committee agreed that one large assessment activity per semester was reasonable and more than one large assessment per semester would most likely stretch the resources of the committee.

- Jen will talk with Cecilia in terms of the next NCA visit and if there is mounting pressure to do more.
- There was some discussion that students and faculty may also be overwhelmed with surveys.
- Jen said she would check with Keenan to see what surveys, etc. are planned through 2007.
- How often does Mesa Community College do large assessments? Columbia? Loyola?
- Jen will contact Neal Pogano from Columbia and Jennifer Haworth from Loyola.
- The Assessment Times newsletter should be on the calendar. Also, the faculty workshops should be scheduled in. Note: the Faccione talk took place in the middle of the semester.
- E-mail suggestions regarding the calendar to Jen. This will help with the forming of our conceptual framework.

#### Workshops

- Assessment Committee sponsored faculty workshops should take place during registration week and, for this spring 2005 semester, it should take place a couple of weeks after Spring Break.
- Spring Break is the 21<sup>st</sup> – 26<sup>th</sup> of March

#### Faculty Council

- Faculty Council has met and John Metoyer will now be the Faculty Council representative on the Assessment Committee.
- The Assessment Charge needs to be presented to Faculty Council. They need to formally approve the charge and absorb the Assessment Committee as a subcommittee of Faculty Council
- Faculty Council will meet again in February. The charge should be given to them beforehand.

#### Misc.

- The committee discussed the use of Blackboard as a way to archive minutes and other assessment documents. Most members agreed not to use Blackboard as the sole source of communication for the committee.
- SAILS results should be in by the time of our next meeting
- The next week we meet – the following week, we do not.

The meeting adjourned at 3:30pm

The next meeting will be held on January 19  
from 3-4



**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.**

**Assessment Committee Meeting  
Minutes  
April 6, 2005**

John Metoyer -  
Faculty Council  
- Minutes

**Attendees:**

Jennifer Asimow, Applied Science Department  
George Bickford, Assistant Dean of Instructions  
Sammie Dortch, Applied Science 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  
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  
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  
~~Maria de Jesus Estrada, English/Speech/Theater Department~~  
Jashed Fakhrid-Deen, Mathematics Department  
Dennis Macklin, Information and Technology Department  
Denise Maduli-Williams, Foreign Language/ESL  
Celia Perez, Library  
~~Mike Ruggeri, Social Science 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, and January 19, 2005**

- Minutes were reviewed and unanimously approved as revised.

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

- Jennifer Asimow announced that most faculty members administered the Community College Survey of Student Engagement (C.C.S.S.E.) to their classes, and the completed surveys were returned to her. The Assessment Committee's goal is to have all surveys completed and returned in the next three weeks. Jennifer asked the Assessment Committee members to remind their colleagues from their respective departments who have not yet completed the survey about the deadline, and encourage them to complete the C.C.S.S.E. survey.
- A large number of faculty members have not completed the on-line Community College Faculty Survey of Student Engagement (C.C.F.S.S.E.). Jennifer Asimow stated that the problem might be that she did not have correct e-mail addresses for some Harold Washington College adjunct faculty members. George Bickford will send out a mass e-mail to the adjunct faculty, asking them to complete the survey.
- Jennifer Asimow provided a four-page list of e-mail addresses, and asked the committee members to divide it by departments. The committee members will engage the help of the departments' secretaries in distributing to the faculty members the passwords necessary for accessing Community College Faculty Survey of Student Engagement (C.C.F.S.S.E.).
- The deadline for the on-line Community College Faculty Survey of Student Engagement (C.C.F.S.S.E.) is May 1, 2005.

## 3. Calendar

- "Assessment Week" for the fall semester will start October 3, 2005. The Committee would like to cover two general education objectives: Critical Thinking and Diversity. Jennifer Asimow presented the Assessment Committee with two possibilities:
  - a. Harold Washington College should have one "Assessment Week" and divide the student population into two groups: one group will complete Critical Thinking test C.C.T.S.T.), and the other group will participate in the Diversity survey.or
  - b. We could conduct assessment for two weeks, one week for each assessment tool.

- The Assessment Committee will vote on this issue at its next meeting.

#### 4. Diversity Climate Survey

- Jennifer Asimow presented a survey for Diversity used by the University of Maryland as an assessment tool in 1995. In order for Harold Washington College to use the model, it needs to be rewritten, to fit our student population.
- Dr. Sammie Dortch suggested finding a different Diversity tool, one that will allow Harold Washington College to compare the survey results to data from other institutions. She will consult Stacy Saxon on the issue.
- If the Diversity survey is not finalized in time for Assessment Week in October 2005, the Committee may consider having the second "Assessment Week" starting ~~December 7, 2005~~, the twelfth week of the fall semester.  
Nov. 14, 2005
- Once the Diversity survey is finalized, the Assessment Committee should work on creating and offering Diversity workshops for faculty members.
- Sammie Dortch would like to see an Institutional Climate Survey on Diversity not just for students, but for faculty as well.
- The Assessment Committee will revisit the Diversity issue at the next Assessment meeting.

#### 5. Fall Registration Workshops

- Jennifer Asimow will work with the Library staff on developing two workshops, which will address two issues: Information Literacy, and Student Engagement based on C.C.S.S.E. and Community College Faculty Survey of Student Engagement (C.C.F.S.S.E.). The workshops will be presented on August 25, 2005, during Open Registration.

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**Dr. Sammie Dortch made a motion to approve August 25, 2005 as the date for the workshops. Armen Sarrafian seconded the motion.**

#### 6. Website

- The Assessment Committee website has not been updated in two years. The website should be divided in two parts: one for in-house information only, and one that is accessible to the public.

- Jennifer Asimow would like to form a subcommittee to work on the website and involve Dennis Macklin's help.
- Dr. Cecilia López recommended that the Committee develop a format that will specify which information will be strictly for in-house and which information can be disseminated to the public. The Assessment Committee should vote on the format.

## **7. New Business**

- Dana Perry gave a quick brief on the Science and Literacy part of A.C.T's Collegiate Assessment of Academic Proficiency (C.A.A.P.). Some of the information in the Science part was outdated. The test is offered as a package and includes reading, writing, math, and science. Dana will request a sample test and she will ask if the test can be offered as individual modules, for specific disciplines.

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, April 13, 2005 at 3:00 p.m. in room 1030.**

**Assessment Committee Meeting  
Minutes  
April 13, 2005**

**Attendees:**

Jennifer Asimow, Applied Science Department  
George Bickford, Assistant Dean of Instructions  
Anna Blum, Interim Dean of Instructions  
Sammie Dortch, Applied Science Department  
Helene Gabelnick, Physical Science / Biology Department  
Anita Kelley, Computer Information Services/Business Department  
Cecilia Lopéz, Vice President, Academic and Student Affairs  
John Metoyer, Art Department  
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  
Camelia Salajeau, Mathematics Department  
Glenn Weller, Computer Information Services/Business Department

**Absent:**

Keenan Andrews, Assistant Dean, Research and Planning  
Sydney Daniels, English/Speech/Theater Department  
Jashed Fakhrid-Deen, Mathematics Department  
Luke Ishihara, ESL/Foreign Language Department  
Denise Maduli-Williams, Foreign Language/ESL  
Celia Perez, Library  
Armen Sarrafian, Art Department  
Brandon Taylor, CDL

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

*April 6, 2005.*

**1. Approval of Minutes of ~~January 5, 2005, and January 19, 2005~~**

- Minutes were reviewed and unanimously approved as revised.



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

- Jennifer Asimow announced that out of the 155 packages of Community College Survey of Student Engagement (C.C.S.S.E.), 151 were completed and returned to her.
- All the Assessment Committee members contacted the faculty from their respective departments, and reminded them to complete the on-line Community College Faculty Survey of Student Engagement (C.C.F.S.S.E.). Jennifer Asimow stated that if the C.C.F.S.S.E. is not completed by the May 1, 2005 deadline, she will send out a letter to the individuals who have not done so, reminding them to complete the on-line survey.

## **3. Calendar**

- Jennifer Asimow acknowledged that the Calendar for the Assessment Committee needs a lot of work, in conjunction with the conceptual framework.

## **4. Diversity Definitions and Learning Outcomes**

- Jennifer Asimow reminds the committee that the working definition, and the learning outcomes for Diversity need to be approved by the Assessment Committee.
- Dr. Glenn Weller stated that the language used by the Cross Cultural Learning Outcome Committee to define Diversity, needed to be changed. It does not have a "natural flow." He pointed out that diversity is not a practice, but a quality.
- Dr. Cecilia López, Willard Moody and David Richardson will meet and create a more clear definition for Diversity. They will present it to the Assessment Committee at the next Assessment Meeting.
- The Learning Outcomes are adequate and do not need to be changed.

- Once the Diversity definition and learning outcomes have been made comprehensible, the Assessment Committee members should present them to their departments and ask for feedback from faculty.
- The Assessment Committee will vote on a final Diversity definition and Learning Outcomes, no later than April 27, 2005.

## **5. Diversity Climate Survey**

- Dr. Sammie Dortch, aided by Anita Kelley, will work with Dr. Stacy Saxon on finding different Diversity surveys. They will present the Assessment Committee with a few different tools to assess diversity based on the approved Learning Outcomes for Diversity.
- The Committee will choose one survey, look at the items in the survey and match the items up with the Learning Outcomes, and make sure that the survey is appropriate for our student population. The Committee will then present it to faculty members for feedback, and vote on it.

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

- David Richardson briefed the Assessment Committee members on the results of the Student Assessment of Information Literacy Survey. He was not able to get all the demographic data need to interpret the survey results. Keenan Andrews will provide him with the additional data.
- Harold Washington College performance was average in comparison with the other forty-three colleges; there where no statistical differences between HWC and everyone else taking part in S.A.I.L.S. David pointed out that of the total number of participating colleges, only two were community colleges; neither of them are located in an urban setting.
- The survey had four standards and a total of twelve skill sets. Harold Washington College students performed better than average on three skill sets: "Documenting sources", "Selecting search terms," and "Understanding scholarly communication and discipline structure."
- Harold Washington College students performed slightly below average on Standard III: "Evaluates information and its sources critically and incorporates selected information into his/her knowledge base and value system."

- David Richardson stated that the questions that our students had trouble with were the same questions that students from other participating colleges struggled with.
- Dr. Cecilia López suggested that the Assessment Committee should extract useful information from the data, and give these data and information to the faculty members, for their recommendation.
- The Assessment Committee should focus on one or two of the four standards, and decide on incorporating a strategy in the curriculum that will benefit our students
- Jennifer Asimow will meet with the Library personnel on April 21, 2005, and will discuss the Student Assessment of Information Literacy Survey findings.

### **7. Assessment Committee Website**

- The committee will discuss any website business at the next meeting.

### **8. New Business**

- Willard Moody briefed the committee members on the English part of A.C.T's Collegiate Assessment of Academic Proficiency (C.A.A.P.). He found the reading test acceptable. It contains thirty-six questions, and takes forty minutes to answer them.
- For the essay part of the C.A.A.P., Willard found that the scoring was too generous and that it allows for numerous grammatical errors. The essay test is too long and not enough time is allowed for completion.
- Camelia Salajeon will look at the Mathematical part of the A.C.T's Collegiate Assessment of Academic Proficiency (C.A.A.P.).

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, April 20, 2005 at 3:00 p.m. in room 1030.**

**Assessment Committee Meeting  
Minutes  
April 20, 2005**

**Attendees:**

Jennifer Asimow, Applied Science Department  
Sammie Dortch, Applied Science Department  
Helene Gabelnick, Physical Science / Biology Department  
Luke Ishihara, ESL/Foreign Language Department  
Lynell Kiely, Social Science Department  
Cecilia Lopéz, Vice President, Academic and Student Affairs  
Willard Moody, English/Speech/Theater Department  
Celia Perez, Library  
Dana Perry, Physical Science / Biology Department  
Dave Richardson, Humanities Department  
Camelia Salajeau, Mathematics Department  
Glenn Weller, Computer Information Systems/Business Department

**Absent:**

Keenan Andrews, Assistant Dean, Research and Planning  
George Bickford, Assistant Dean of Instructions  
Anna Blum, Interim Dean of Instructions  
Sydney Daniels, English/Speech/Theater Department  
Jashed Fakhrid-Deen, Mathematics Department  
Anita Kelley, Computer Information Systems/Business Department  
Denise Maduli-Williams, Foreign Language/ESL  
John Metoyer, Art Department  
Carrie Nepstad, Applied Science Department  
Sanghamitra Saha, Physical Science / Biology Department  
Armen Sarrafian, Art Department  
Brandon Taylor, CDL

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

**1. Approval of Minutes of April 13, 2005**

- Minutes were reviewed and unanimously approved as revised.

## **2. Diversity Definitions and Learning Outcomes**

- The Assessment Committee members reviewed and revised the new definition of diversity presented by David Richardson. The diversity definition reads as follows:

“Human diversity describes the variations within the full range of cognitive, behavioral, and psycho-social practices through which human beings share life in common spaces. Experiences of human diversity include race, ethnicity, gender, religion, socio-economic status, sexual orientation, physical attributes and disabilities, age, health, language, education, political beliefs, and other differences in cultural expression and tradition.”

- The Learning Outcomes are adequate and do not need to be changed. They read as follows:

“ 1. Identify a variety of cultural expressions and understand the contexts of those expressions through time, with acceptance and respect.

2. Recognize stereotypes, generalizations, and misperceptions of cultures as limiting and potentially damaging.

3. Recognize one’s own cultural and personal biases, and the impact these have on a variety of learning and life situations.

4. Demonstrate an active and regular engagement in exploring cultures, perspectives, and experiences different from one’s own, moving beyond tolerance toward embracing and celebrating these rich differences.”

**Sammie Dortch made a motion to approve the new human diversity definition and learning outcomes. Willard Moody seconded the motion. The motion passed unanimously.**

- As discussed at the April 13, 2005 Assessment Committee meeting, the approved definition diversity definition and the learning outcomes where to have been presented to departments and the committee members for feedback. However, a number of committee members pointed out that the departmental faculty had already had the opportunity to review the definition and learning outcomes for diversity.

**Glenn Weller made a motion not to resend the definition of diversity and learning outcomes to the departments for feedback. Willard Moody seconded the motion. The motion passed unanimously.**

### **3. Diversity Climate Survey**

- Dr. Sammie Dortch presented the Assessment Committee members with copies of the Executive Summary from April 5, 2004, of the Foothill-De Anza Community College District Diversity Climate Survey, from Spring 2003, and with the Campus Diversity Climate Survey 2002 Gavilan Community College.
- Jennifer Asimow announced that the University of Maryland gave Harold Washington College permission to change/revise their diversity survey.
- The Committee members will evaluate the surveys and discuss them at the next Assessment Committee Meeting.

### **4. Assessment Committee Website**

- Glenn Weller and Athir Mahmud, of the Computer Information Systems/Business Department, agreed to work on the Assessment Committee's Website.

### **5. New Business**

- Camelia Salajejan briefed the committee members on the Mathematics module of A.C.T's Collegiate Assessment of Academic Proficiency (C.A.A.P.). She did not find the mathematics portion acceptable for our students. It is her opinion that the Harold Washington College students will not perform satisfactory due to the geometry portion of the test. HWC offers only one chapter of geometry, in the Math 118 class.
- Camelia Salajejan will look at the A.C.T's Collegiate Assessment of Academic Proficiency (C.A.A.P.) test results and see how students performed in general.
- Jennifer Asimow requested that Dr. Cecilia López ask A.C.T. to provide Harold Washington College with a copy of each of the C.A.A.P. modules for the Committee's review.

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, April 27, 2005 at 3:00 p.m. in room 1030.**

**Assessment Committee Meeting  
Minutes  
April 27, 2005**

**Attendees:**

Jennifer Asimow, Applied Science Department  
George Bickford, Assistant Dean of Instructions  
Anna Blum, Interim Dean of Instructions  
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  
Willard Moody, English/Speech/Theater Department  
Carrie Nepstad, Applied Science Department  
Dana Perry, Physical Science / Biology Department  
Camelia Salajeau, Mathematics 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  
Sydney Daniels, English/Speech/Theater Department  
Sammie Dortch, Applied Science Department  
Denise Maduli-Williams, Foreign Language/ESL  
Celia Perez, Library  
Dave Richardson, Humanities Department  
Brandon Taylor, CDL

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

**5. Approval of Minutes of April 20, 2005**

- Minutes were reviewed and unanimously approved as revised.



## 6. Calendar

- Jennifer Asimow presented the committee members with a draft of the Assessment Committee calendar. She would like the calendar to be a living, approved working calendar that is subject to change.
- The calendar should project the assessment tools the committee will be using for the next two semesters, which could include revisiting assessment tools already used, such as Critical Thinking.
- Armen Sarrafian suggested that the committee should review the seven general education objectives/goals from Harold Washington College catalog, in order to identify significant areas that need to be assessed.
- Armen Sarrafian would like a separate calendar, similar to a “to do” list, available to the committee members, that will include deadlines for the release of information, making copies of materials needed for Assessment Week, and so on.

**A motion was made by Armen Sarrafian to have the Assessment Committee Calendar be a working calendar. The calendar will include projected assessment activities for 2005 -2007, and will contain a “Subject to change” header. The motion was seconded by Willard Moody. The motion was unanimously approved.**

## 7. Diversity

- The Assessment Committee Members reviewed five diversity surveys: University of Maryland *Campus Climate Survey*, Mesa Community College *Assessment of Diversity*, Foothill-DeAnza Community College *Diversity Climate Survey*, Gavilan Community College *Diversity Climate Survey*, and the *Intercultural Survey*.
- Willard Moody preferred the Gavilan survey. He liked the fact that the choices for answering questions included “It’s true” and “It’s important.”
- After examining all five surveys, the Assessment Committee Members eliminated three surveys. The committee will focus on the University of Maryland *Campus Climate Survey*, and Mesa Community College *Assessment of Diversity*.

**4. Committee Charge**

- Armen Sarrafian noted that “The Charge” should be revisited and revised to include staff and faculty.

**5. Website**

- Jennifer Asimow will brief the Assessment Committee Members after her meeting with the website subcommittee.

**6. New Business**

- Cecilia López has the C.A.A.P. tests. They can be reviewed in her office, but must be kept confidential.

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, May 4, 2005 at 3:00 p.m. in room 1030.**

**Assessment Committee  
Agenda  
5/4/05  
3:00-4:00- ROOM 1030**

1. Read and approve minutes from 4/27/05
2. Diversity Tools
  - Mesa
  - Maryland
3. Website – Report of Sub-committee meeting
  - Handout of Flow Chart
  - Discussion of archived information
  - What is public?
  - What is internal?
4. New Business
5. Adjourn

**The next meeting of the Assessment Committee will be on May 11, 2005  
from 3-4PM in Room 1030.**

**Assessment Committee Meeting  
Minutes  
May 4, 2005**

**Attendees:**

Anna Blum, Interim Dean of Instructions  
Sammie Dortch, Applied Science Department  
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  
John Metoyer, Art 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  
Camelia Salajeau, Mathematics Department  
Armen Sarrafian, Art Department  
Glenn Weller, Computer Information Services/Business Department

**Absent:**

Jennifer Asimow, Applied Science Department  
Keenan Andrews, Assistant Dean, Research and Planning  
George Bickford, Assistant Dean of Instructions  
Sydney Daniels, English/Speech/Theater Department  
Luke Ishihara, ESL/Foreign Language Department  
Denise Maduli-Williams, Foreign Language/ESL  
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 April 27, 2005**

- Minutes will be available at the next meeting.

## 2. Diversity Tools

- The committee discussed the University of Maryland's *Campus Climate Survey*, and Mesa Community College's *Assessment of Diversity*. Glenn Weller felt that the University of Maryland survey would require too many changes in order to fit our student population.
- Willard Moody prefers the University of Maryland survey, while Armen Sarrafian likes the Mesa Community College survey, finding it more appropriate to Harold Washington College goals for assessment.
- David Richardson found the University of Maryland survey's scope limited, race only, while the Mesa Community College survey appears to have questions with a broader range, and more issues related to diversity.
- Cecilia López suggested that the Assessment Committee look at the survey that Keenan Andrews administers to graduating students, and maybe incorporate some of the questions in a Diversity survey.
- Glenn Weller asked if Harold Washington College's data can be compared with the results from University of Maryland and Mesa Community College surveys. Sammie Dortch responded that she did not get an answer from University of Maryland, and Cecilia López suggested that Mesa Community College has said it will its data available to Harold Washington College.
- Carrie Nepstad suggested combining the two surveys, revising the questions, and throwing out the ones that do not apply to HWC's student population.
- Cecilia López and Anita Kelley volunteered to review both surveys and decide which questions are appropriate. They will present their recommendations of a modified survey to the Assessment Committee for approval next week.

**A motion was made by Armen Sarrafian to have the Assessment Committee use the Mesa Community College Assessment of Diversity survey, with modification, as the diversity tool for Fall 2005. The motion was seconded by Willard Moody. The motion was unanimously approved.**

### 3. Website

- Glenn Weller briefed the Assessment Committee Members on the website subcommittee meeting. The subcommittee was concerned with how much archived information should be kept on file, what information should be made public and what should be internal, and if the Assessment Committee minutes should be available to the public.
- Cecilia López suggested that the minutes should be internal, as they reflect conversations of the committee members. If made public, the members may be hesitant in expressing personal opinions.
- Resources and survey results may be made public.
- Armen Sarrafian suggested asking for guidance from Robert Pastorelli, from Legal Office, at District.
- The issue will be tabled until the next Assessment Committee meeting.

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, May 11, 2005 at 3:00 p.m. in room 1030.**

**Assessment Committee Meeting  
Minutes  
May 11, 2005**

**Attendees:**

Jennifer Asimow, Applied Science Department  
Sammie Dortch, Applied Science Department  
Helene Gabelnick, Physical Science/Biology Department  
Heather Hathaway-Miranda, Applied Science Department  
Anita Kelley, Computer Information Services/Business Department  
Cecilia L. López, Vice President, Academic and Student Services  
Willard Moody, English/Speech/Theater Department  
Carrie Nepstad, Applied Science Department  
Dana Perry, Physical Science/Biology Department  
Camelia Salajean, Mathematics Department  
Sanghamitra Saha, Physical Science/ Biology Department  
Armen Sarrafian, Art Department  
Glenn Weller, Computer Information Services/Business Department

**Absent**

Keenan Andrews, Assistant Dean Research & Planning  
George D. Bickford, Assistant Dean of Instruction  
Sydney Daniels, English/Speech/Theater Department  
Luke Ishihara, ESL/Foreign Language Department  
Denise Maduli-Williams, ESL/Foreign Language Department  
Celia Perez, Library  
Dave Richardson, Humanities Department  
Brandon Taylor, CDL

Meeting convened at 3:04 p.m. in Room 1030 at Harold Washington College.

**1. Approval of Minutes of April 27, 2005 & May 4, 2005**

- Minutes were reviewed. Jen Asimow pointed out that minutes of April 27, 2005 need to be reformatted. Minutes were approved as revised.
- Armen Sarrafian pointed errors in spelling in the minutes of May 4, 2005. Minutes were approved as revised.

**2. Diversity Survey**

- Anita Kelley provided the committee with a modified (hybrid) HWC Diversity Survey draft.
- Members discussed the survey, and Willard Moody pointed out that questions # 14 (to what extent have you experienced the following with racial / ethnic group other than your own?) and #15 (please indicate to what degree with the following statements?) did not seem complete, as they did not contain components of gender or sexual orientation.
- Helene Gabelnick commented that questions about a student's social security number should be avoided.
- Sammie Dortch mentioned that some questions asked students to indicate their club memberships or honors society affiliation; she indicated that perhaps these were not relevant to diversity.
- Jen Asimow questioned whether math involvement is a valid question.
- Cecilia López made the suggestion that if a problem exists with any question from Mesa's survey, it might be best to eliminate the entire question.
- Members discussed the need to create and insert a definition of diversity and the intended learning outcomes in the HWC Diversity Survey.



- Committee members raised the question: Who should be included in the survey? All full-time and part-time HWC employees? All faculty?
- Armen Sarrafian indicated that perhaps guidelines were needed.
- It was decided that committee member should earmark questions appropriate for HWC and submit them to Jen Asimow by Monday May 16
- Carrie Nepstad informed the committee that she and Armen Sarrafian are applying for a Ford Foundation Diversity Grant, which might tie in with our Diversity Survey.

### **3. Discussion of Assessment Committee Website**

- Jen Asimow handed out the tentative Assessment Committee website formation chart. A discussion ensued and two changes were made.
  - (1) The box marked "Goals", under "Harold Washington College Assessment" should be changed to "Conceptual Framework".
  - (2) Along side this box a new box should be added marked "Committee Charge."
- Directions on finding archival materials (from Prof. Schultz) will be e-mailed to members by Jen.

### **4. Item Tabled**

- New Business

No motions were made, and Jen Asimow adjourned the meeting at 4:10p.m.

Respectfully submitted  
Anna Blum, Interim Dean of Instruction

**The next meeting of the Assessment Committee is scheduled for Wednesday, May 18, 2005 at 3:00 p.m. in room 1030.**

**Assessment Committee Meeting  
Minutes  
May 18, 2005**

**Attendees:**

Jennifer Asimow, Applied Science Department  
George Bickford, Assistant Dean of Instructions  
Anna Blum, Interim Dean of Instructions  
Sammie Dortch, Applied Science 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  
Willard Moody, English/Speech/Theater Department  
Carrie Nepstad, Applied Science Department  
Camelia Salajejan, Mathematics 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  
Sydney Daniels, English/Speech/Theater Department  
Lynell Kiely, Social Science Department  
Denise Maduli-Williams, Foreign Language/ESL  
John Metoyer, Art Department  
Celia Perez, Library  
Dana Perry, Physical Science / Biology Department  
Dave Richardson, Humanities Department  
Brandon Taylor, CDL

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

**1. Approval of Minutes of May 11, 2005**

- Minutes were reviewed and unanimously approved as revised.

## **2. Community Charge**

- Armen Sarrafian mentioned that since the Assessment Committee is a faculty committee, a member should be taking minutes. At the beginning of the next academic year, the Assessment Committee Chair and Vice Chair will appoint a member of the committee as Assessment Committee Secretary.
- The Assessment Committee Charge will be amended to reflect the change.

**A motion was made by Armen Sarrafian to have a faculty member of the Assessment Committee take minutes at the assessment meetings. Willard Moody seconded the motion. The motion was unanimously approved.**

## **3. Officers Reelection**

- Jennifer Asimow opened the floor for Assessment Committee officers' reelections.

**A motion was made by Armen Sarrafian to reelect Jennifer Asimow as the Assessment Committee Chair. Helene Gabelnick seconded the motion. The motion was unanimously approved.**

**A motion was made by Helene Gabelnick to reelect Glenn Weller as the Assessment Committee Vice-Chair. Armen Sarrafian seconded the motion. The motion was unanimously approved.**

- Standing acclamation reelected Jennifer Asimow and Glenn Weller.

## **4. Diversity Survey**

- After making two minor grammar changes, the Assessment Committee members are satisfied with the lead in paragraph for the Diversity survey, proposed by Celia Perez.
- The "Not applicable" answer column will be removed from the Diversity Survey.
- Throughout the Diversity Survey, "Harold Washington College" will replace the term "this college." The only exception will be under question number eleven, item "k", which will still read "this college."

- Question number six lists answer option “no interaction” twice. Instead of “International students or non-USA citizens”, item “j” will read “People for whom English is not their first language.”
- Questions number two, six, and eight should also include the following options: “Arab-American”, “Transgender”, “Heterosexual”, “People who are ten years younger than you are”, and “People who are ten years older than you are.”
- The last page of the Diversity Survey, under “Indicate race/ethnicity,” should include the “Arab-American” option.
- Armen Sarrafian agreed 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.

#### **5. Items tabled**

- N.C.A./H.L.C. – CD ROMs.
- Conceptual Framework.
- Critical Thinking.
- New Business – Save the Date – August 25, 2005.

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, May 25, 2005 at 3:00 p.m. in room 1030.**