

Harold Washington College
Assessment Committee

Committee Chair – Carrie Nepstad, Applied Science
Committee Vice Chair – Anita Kelley, Business
Committee Secretary – Mike Heathfield, Applied Science

AGENDA

01-17-07

3:00-3:20

- Review/approve minutes
- Progress Report Feedback from John Taylor
- Plans for Assessment Party
- Announcements

3:20-3:50

- Planning Session
 - Humanities Tool
 - Assessment Week
 - Assessment Times
 - Re-visit Charge
 - Votes for Officers
 - Diversity - dissemination of information
 - Critical Thinking – dissemination of information
 - General Ed. Objectives and Learning outcomes
 - Math/Science tool – plans for Fall 2007
 - Assessment Archive - database

3:50-4:00

- New Business

The next AC meeting will be Wednesday 01-24-07 from 3-4pm in room TBA

Committee Chair – Carrie Nepstad, Applied Science
Committee Vice Chair – Anita Kelley, Business
Committee Secretary – Mike Heathfield, Applied Science

Minutes
01-17-07

Members Attending

Liliana Marin - Physical Science
Tim Donahue - English, Speech & Theater
Michael Heathfield - Applied Sciences
Todd Heldt – Library
Anita Kelley – Business
Glenn Weller – CIS
Matthew Williams – ESL/Foreign Languages
(temporary replacement)
Barrington Edwards – Associate Dean Instruction
Chris Sabino - Mathematics
Carrie Nepstad – Applied Sciences

Advisors & Visitors Attending

Jen Asimow – Faculty Council Rep.
Sammie Dortch - Applied Sciences

Absent

Dave Richardson – Humanities
Dana Perry – Physical Science
Willard Moody – English, Speech & Theater
Louis Deiss – Biology Department
Vanisha Harris – Student Representative
Carrie Nepstad - Applied Sciences
Lynnel Kiely – Social Sciences
Armen Sarrafian – Art
Darryl Todd – CDL
Farrokh Asadi – Biology
Cecilia López – Vice President Academic and Student Affairs
Rosie Banks – Office of Instruction

Carrie called the meeting to order at 3:10 pm in Room 1029 of Harold Washington College.

Glenn proposed a motion of congratulations to both Carrie and Anita for all their work on the Report. Strong support and applause from the floor.

1) Approval of Minutes

The committee reviewed the minutes from the meeting of 12-06-06. Glenn's name needed to be corrected and Chris Sabino was not in attendance. Anita proposed the motion to accept with corrections, Chris seconded the motion. Minutes approved.

2) Progress Report Feedback

It was noted that Cecilia was delighted with John Taylor's response, as was the committee. Carrie insisted this was the result of consistent and sustained work over

a long period of time by a lot of people. She also felt the response was helpful for Criterion Chairs in their tasks – it helped position us well for 2008.

There was some discussion of the date of the celebratory party, it was decided that this should be January 31st during our standard meeting time. Food options were discussed and suggestions taken. Carrie indicated that a range of people would be invited to share in both our food and mutual success: Department Chairs, John Hader and Deans. A special note was made of the excellent supportive work of Sandra Gaona and David Locke – both of whom would also be invited.

3) Planning our Assessment Calendar

Carrie outlined the range of tasks we had on our agenda over the coming months:

- To revisit our charge
- To formulate and staff new and continuing sub-committees
- Humanities Tool
- Assessment Week
- Assessment Times
- Appointment of new Committee Officers – Carrie announced she would be stepping down as Chair at the end of this semester
- Diversity Survey – dissemination of results
- Critical Thinking – dissemination of results
- Further work on General Education Objectives and Learning Outcomes
- Math/Science Tool Plans for fall 2007
- Assessment Archive Plans and officer handover

Carrie was keen to ensure there was a smooth transition of leadership of the Committee and that the records and knowledge we have amassed were stored centrally. It was agreed we should maintain our central filing system for paper records and establish the electronic one. Both of these would serve us well in 2008 for accreditation and Assessment Committee materials belonged to the College and should not be seen as belonging to any one department.

There was some discussion about the General Education outcomes that needed further work, specifically Scientific Inquiry and Quantitative Reasoning. It would be necessary to partner with math staff to progress these further by the 2008 visit. It was identified that by the accreditation visit we need to have all our General Education Objectives and Student Learning Outcomes in place and approved. However, we do not have to have progressed equally in the assessment, data analysis and dissemination across all of the General Education objectives.

It was also noted that Departments would also be in different stages of their journey with regard to departmental assessment tools and evidence driven quality improvements. The key would be to show considerable progress with this college-wide agenda.

4) Departmental Assessment Spreadsheet

Jennifer asked for comment on her suggestion to create and use a spreadsheet for Departments to map and benchmark their progress on departmental and

programmatic assessment. This was part of her task for Criterion 3 – Assessment. It was felt this would be helpful for departments to see both their progress and where more time and resources needed to be spent. It was important that Chairs saw this as a request from the Criterion 3 Committee and not the Assessment Committee.

It was also felt that this may help Departments gain a clearer picture of what is being asked for with regard to assessment quality improvements needed for success in 2008.

5) Sub-Committees

After some discussion it was decided that we needed 5 sub-committees to progress the work outlined in Carrie's extensive task list. These were:

- Diversity
- Critical Thinking
- Humanities
- Marketing
- GEMS – General Education Math/Science outcomes

Anita proposed that these be formed and Todd seconded the motion. Accepted.

6) Timetable Planning

The committee broke into smaller groups and used a timescale sheet provided by Carrie to begin planning tasks and our new timetable of work. A key focus of this became preparation for the Humanities Assessment during Assessment Week. There is much work to be done just to be ready for this task alone. Specific tasks and issues to be resolved were:

- Review pilot results and finalize assessment tool
- Get faculty to volunteer sections
- Letter to faculty about the assessment
- Rubric for grading the assessment
- Organizing the logistics of the assessment
- Printing of paper test
- Grading practice and inter-rater reliability issues to be considered
- Ascertaining sample size required for representativeness and manageability of grading task

In anticipation of the urgency of these tasks Carrie had asked Keenan to attend next week and would ensure Dave and/or the pilot Humanities results would be available for discussion at our next meeting.

Meeting Adjourned at 4:03pm

**Minutes Approved at Assessment Committee meeting of 1/17/07.
Motion to approve from Anita, seconded by Chris.**

Harold Washington College
Assessment Committee

Committee Chair – Carrie Nepstad, Applied Science
Committee Vice Chair – Anita Kelley, Business
Committee Secretary – Mike Heathfield, Applied Science

AGENDA

01-24-07

3:00-3:20

- Review/approve minutes
- Review Spring 2007 calendar – vote
- Subcommittee update
- Criterion Three spreadsheet – Jen Asimow
- Assessment Week update – Dave Richardson

3:20-3:55

- Subcommittee work

3:55-4:00

- New business

Assessment conferences:

10th Annual Community College Assessment Fair at Moraine Valley Community College in Palos Hills, Thursday March 2, 2006.

*The next AC meeting will be Wednesday 01-31-07 from 3-4pm, **Room 103***

Committee Chair – Carrie Nepstad, Applied Science
Committee Vice Chair – Anita Kelley, Business
Committee Secretary – Mike Heathfield, Applied Science

Minutes
01-24-07

Members Attending

Liliana Marin - Physical Science
Tim Donahue - English, Speech & Theater
Michael Heathfield - Applied Sciences
Todd Heldt – Library
Anita Kelley – Business
Glenn Weller – CIS
Barrington Edwards – Associate Dean
Instruction
Chris Sabino - Mathematics
Dave Richardson – Humanities
Carrie Nepstad – Applied Sciences
Dana Perry – Physical Science
Willard Moody – English, Speech & Theater
Lynnel Kiely – Social Sciences
Armen Sarrafian – Art
Michal Eskayo – ESL

Advisors & Visitors Attending

Jen Asimow – Faculty Council Rep.
Sammie Dortch - Applied Sciences
Matthew Williams – ESL Guest
Keenan Andrews – Research and
Planning

Absent

Louis Deiss – Biology Department
Farrokh Asadi – Biology
Cecilia López – Vice President Academic and Student Affairs
Rosie Banks – Office of Instruction

Carrie called the meeting to order at 3:03 pm in Room 1029 of Harold Washington College.

1) Approval of Minutes

The committee reviewed the minutes from the meeting of 01-17-07. Motion to approve was made by Anita and seconded by Chris.

2) Review of Spring 2007 Calendar and vote

Carrie moved this item to the next meeting.

3) Subcommittee Update

The chair suggested that the Critical Thinking subcommittee may not need to meet regularly, unlike the other subcommittees. It was suggested that the members could join other subcommittees and the critical thinking tasks subsumed into these committees. For example, the marketing committee could disseminate some of the findings of the critical thinking assessment as part of the next issue of Assessment Times. Glenn proposed a motion to accept these changes to subcommittees.

The floor asked for clarification on subcommittees and their new membership. The results of this discussion were as follows:

Marketing Subcommittee – to remain as is

Humanities Subcommittee – to remain as is

GEMS (Math & Science) Subcommittee – Glen, Liliana, Dana and Chris

Diversity Subcommittee – Sammie, Mike and Michal

Anita and Carrie were to float and join subs as needed.

4) Criterion Three Spreadsheet Consultation – Jen Asimow

Jen circulated paper copies of this proposed mapping tool for our opinion. It was suggested that both the library and CDL be added to the list of departments – since both also had responsibilities for achieving student learning outcomes. Chairs had not yet discussed departmental and programmatic tasks with regard to objectives and student learning outcomes. It was suggested that the mapping task should be held over until Cecilia had outlined her thinking to chairs.

5) Assessment Week Update – Dave Richardson

The committee reviewed a range of documents to be used for the imminent humanities assessment. Dave had updated and adapted documentation used for the previous diversity assessment.

There was discussion of whether ESL sections should be allowed to volunteer for this assessment and a review of our previous approach to this. The committee did not want the humanities assessment to be a test of English skills nor cause undue stress to our ESL students. It was decided that Level 6 students and those in general education sections should be included.

Keenan reported that 10% of our student population would be the desired sample size – this would mean this semester we would need 800 students to take the humanities assessment.

This information led to a detailed debate about both the workload of grading all these assessments and the reliability of our grading procedures. Advice was sought on how parallel issues were resolved in the English exit exam. In this instance, each essay was read by two raters and if there was too much disparity, a third person would also rate the paper. There was also a training workshop for raters to help with inter-rater reliability, biases and subjectivity issues.

Armen suggested we should maintain this standard of care in grading and establish this as our required procedure for the humanities assessment. There was general agreement with this.

The reliable grading of 800 essay answer booklets was a major time, capacity and resource issue for the committee and the college. Carrie would investigate if additional resources could be made available for this large-scale task. We look forward to a positive solution to this large additional yet important task for the committee.

A range of specific edits, additions and changes were suggested for the following humanities assessment documents:

- 'You are invited'

- 'You are confirmed'
- 'Instructor instructions'
- 'Lab Tech instructions'

These were recorded and passed to subcommittee members who would make these adjustments at the end of the meeting.

It was also suggested that volunteering instructors should be asked for their email address and selected instructor sections should be provided with a door label indicating to tardy students where the class was taking the assessment.

It was agreed that students should be asked to write in pen and some spare pens would need to be made available in the lab. There was also another debate about whether answer booklets should be lined. This was unresolved.

Anita proposed that the humanities subcommittee be charged with responding to all these changes, edits and suggestions without need to refer back to the full committee. This proposal was seconded by Todd.

Carrie agreed to adapt the forms with the noted revisions and Willard seconded this proposal. The committee was in general agreement with this efficient and speedy solution.

The meeting was adjourned at 4pm.

Humanities subcommittee convened to finalize procedures and forms as per the committee instructions.

Minutes amended and approved at the Assessment Committee Meeting of January 31st 2007. Motion proposed by Glenn and seconded by Willard.

Harold Washington College
Assessment Committee

Committee Chair – Carrie Nepstad, Applied Science
Committee Vice Chair – Anita Kelley, Business
Committee Secretary – Mike Heathfield, Applied Science

AGENDA

01-31-07

3:00-3:10

- Review/approve minutes
- Announcement – 11th Annual Community College assessment Fair, McHenry County College Friday March 2, 2007 (see flyer).
- Assessment Week Plans

3:10-3:55

Subcommittee Work

Humanities – rubric design

Marketing – strategies for Assessment Week, Assessment Times

Diversity – Three sentences for Keenan

3:55-4:00

- New business

Assessment conferences:

10th Annual Community College Assessment Fair at Moraine Valley Community College in Palos Hills, Thursday March 2, 2006.

*The next AC meeting will be Wednesday 02-07-07 from 3-4pm, **Room 1029***

Committee Chair – Carrie Nepstad, Applied Science
Committee Vice Chair – Anita Kelley, Business
Committee Secretary – Mike Heathfield, Applied Science

Minutes

01-31-07

Members Attending

Liliana Marin - Physical Science
Tim Donahue - English, Speech & Theater
Michael Heathfield - Applied Sciences
Todd Heldt – Library
Glenn Weller – CIS
Barrington Edwards – Associate Dean
Instruction
Chris Sabino - Mathematics
Dave Richardson – Humanities
Carrie Nepstad – Applied Sciences
Dana Perry – Physical Science
Willard Moody – English, Speech & Theater
Lynnel Kiely – Social Sciences
Armen Sarrafian – Art
Michal Eskayo – ESL

Absent

Louis Deiss – Biology Department
Farrokh Asadi – Biology
Rosie Banks – Office of Instruction
Anita Kelley – Business

Advisors & Visitors Attending

Jen Asimow – Faculty Council Rep.
Sammie Dortch - Applied Sciences
Matthew Williams – ESL Guest

President Wozniak and Vice
President Lopez in attendance for
party.

Carrie called the meeting to order at 3:05 pm in Room 103 of Harold Washington College.

1) Approval of Minutes

The committee reviewed the minutes from the meeting of 01-24-07. Page 3 last paragraph name needed to be changed from Tim to Carrie. Motion to approve was made by Glenn and seconded by Willard.

2) Assessment Fair Notice

A flyer was circulated announcing the Annual Community College Assessment Fair, McHenry County College, March 2nd 2007. Members were asked to consider participating in the event.

3) Humanities Assessment tools, instructions and schedule

Carrie announced she had made the adjustments as charged and also consulted Cecilia for suggestions on some of these. They were now complete and ready to be reproduced.

The revised letters would be sent out today by Carrie and we were really looking for a strong response, target of 20% in the hope of achieving at least the required minimum 10% of our student body.

Instructor packets would be put together by the committee and there would be a new instruction to students to bring their own headphones if they preferred. The packet would also include student receipts for participation. Carrie was working to coordinate this well with Vincent Wiggins, the new computer lab director.

It was noted that all committee members would have to contribute to the significant work required for a successful humanities assessment during Assessment Week. The shared work load would also release some of the considerable pressure felt by the chair.

Committee members would have to assemble the answer booklets, itself a huge task, since reprographics could not fold them. There was also a discussion about numbering and linking the survey and answer book elements of the assessment. Dave and Carrie would work in resolving this problem and it was suggested that it may be possible to get David to print individual numbers on both the survey instrument and the answer booklets. We will need 1,200 copies of each item.

4) Assessment Times

This was due out next week and needed more content – suggestions to the Marketing Subcommittee as soon as possible please. Carrie asked for a new distribution plan from the Marketing Subcommittee. It was suggested that the Assessment Committee members themselves could be the first line of distribution to their own departments. However, we still needed a system to reach all of the others on the distribution list.

5) Professional Development Week Plans

Carrie was looking for suggestions for what we could do in Assessment Week and felt it was time we moved beyond the usual explaining what assessment is. Cecilia had already volunteered to do something during the week.

Lynnel suggested we provide a hands-on workshop for faculty in creative classroom assessment techniques. Many people thought this was a good idea. It was also asked why faculty couldn't receive release time from registration duties for attending this workshop or other relevant professional development activities pertinent to improving teaching, learning and assessment across the faculty. We were unclear whether this was a faculty council issue, a union issue or an administrative issue. However, the suggestion of the practical workshop and the idea that this additional work should be supported within the college, were very well received. This required further discussion.

There was also some discussion of the District-wide training opportunity being offered, applications for this week long training, the process of selection, and the training the trainer model being used. Again recognition and time for this important activity needed to be considered.

Carrie announced she intended to present a talk on teaching in a diverse classroom, something she was currently working on also as part of a paper she was writing.

It was also requested that the Marketing Subcommittee produce some posters, flyers and other media to generate excitement and presence around the campus for Assessment Week and the activities on offer.

The meeting broke into Subcommittees at 3:40 p.m.

Diversity Subcommittee – Mike, Michal and Sammie (Carrie)

There was an initial conversation about how the mass of data collected during the Diversity Assessment could be used. Keenan was clear we had a great deal of material we could work with. We needed to decide what we wish to present back to the different college constituents.

Carrie floated the idea of developing a diversity focus to be offered in the fall and asked how we might simply capture the change in students around diversity issues focus for this course. It was decided we needed more clarification from Keenan about this idea and the kind of data we were looking for – especially with the complexities of diversity meaning, behaviors and feelings.

Mike and Michal had never seen the Diversity survey, so one was borrowed. It was suggested that we acquire copies of this, so that at our next meeting we could talk with more knowledge about the work that had already occurred.

Marketing Subcommittee – Lynnel, Liliana (Carrie)

We decided to put together the Assessment News letter with the letter from the chair in the front and in the back there were two major subjects. One is a table that summarizes the Institutional Assessments done in the past, since 2003. The table will show the time, the name of the assessment tool, the logos, the acronyms, and the results and knowledge gained from them. Finally, also in the back, the advertisement for this semester's Assessment week.

Humanities Subcommittee –

The group shared and discussed the draft grading rubric provided by.... Additional discussion concerned the logistics of the Humanities Assessment.

The meeting adjourned at 4:00pm and we were joined by the President and Vice President who both made brief and complementary comments about the work, commitment and outcomes of the committee, as noted in John Taylor's response to our Progress Report. Carrie was presented with flowers and a certificate of appreciation from her colleagues in the Applied Sciences Department. In return Carrie presented certificates of appreciation to all committee members present.

Delicious food was consumed and enjoyed by all in celebration of the journey traveled so far, and our future road together.

Minutes Amended and Approved at the February 7th 2007 Assessment Committee Meeting.

Motion to approve proposed by Tim and seconded by Glenn.

Harold Washington College
Assessment Committee

Committee Chair – Carrie Nepstad, Applied Science
Committee Vice Chair – Anita Kelley, Business
Committee Secretary – Mike Heathfield, Applied Science

AGENDA

02-07-07

3:00-3:15

- Review/approve minutes
- Assessment Week Updates
 - Carrie met with Vincent Wiggins and Tom Glatz about lab preparations
 - Sent head's up to David about print jobs ahead
 - Need to finalize answer booklets & survey – send to David
 - Committee members sign-up on the grid to monitor lab
 - Get word out to colleagues in departments

3:15-3:55

- Subcommittee work
 - Marketing – Finalize Assessment Times, posters, flyers – up by Monday?
 - Diversity – look at survey and objectives, 3 questions
 - Humanities – rubric
 - Math/Science – look at scientific inquiry objectives and SLOs

3:55-4:00

- New business

Assessment conferences:

10th Annual Community College Assessment Fair at Moraine Valley Community College in Palos Hills, Thursday March 2, 2006.

The next AC meeting will be Wednesday 01-14-07 from 3-4pm, Room 1029

Harold Washington College
Assessment Committee

Committee Chair – Carrie Nepstad, Applied Science
Committee Vice Chair – Anita Kelley, Business
Committee Secretary – Mike Heathfield, Applied Science

Minutes

02-07-07

Members Attending

Liliana Marin - Physical Science
Tim Donahue - English, Speech & Theater
Michael Heathfield - Applied Sciences
Todd Heldt – Library
Glenn Weller – CIS
Barrington Edwards – Associate Dean
Instruction
Chris Sabino - Mathematics
Dave Richardson – Humanities
Carrie Nepstad – Applied Sciences
Dana Perry – Physical Science
Willard Moody – English, Speech & Theater
Lynnel Kiely – Social Sciences
Armen Sarrafian – Art
Anita Kelley – Business

Advisors & Visitors Attending

Jen Asimow – Faculty Council Rep.
Matthew Williams – ESL Guest

Absent

Louis Deiss – Biology Department
Farrokh Asadi – Biology
Rosie Banks – Office of Instruction
Michal Eskayo – ESL
Sammie Dortch - Applied Sciences

Carrie called the meeting to order at 3:03 pm in Room 1029 of Harold Washington College.

1) Approval of Minutes

The committee reviewed the minutes from the meeting of 01-31-07. Page 2 Item 5 should read 'Professional Development Week'. Motion to approve was made by Tim and seconded by Glenn.

2) Assessment Week Updates

Accessibility Preparations

Carrie met with Vincent Wiggins and Tom Glatz about lab preparations and spaces were reserved. Tom was looking into the software we would need to use

to ensure all our students have access to the Humanities Assessment. These preparations included the use of equipment to ensure both visual and hearing impaired students could respond to the music, poetry and art pieces. Faculty members volunteering student classes should also be aware of giving students with other disabilities appropriate extra time to complete their assessments.

These specific details can be worked through when we know which sections have been volunteered and chosen to participate.

Mathew sought clarification on which level of ESL students could participate. It was confirmed that Level 5 and above would be appropriate – again with extra time if needed.

Sign up for Lab duty during Assessment Week

Carrie asked for committee members to sign up to be present in the lab during the assessments. In this way we could ensure the smooth running of the assessment for each class present. Having committee members present at all times was vital to ensure the process and the data were according to the agreed protocol. Committee members who had already volunteered their section would automatically meet this requirement. The Sign Up Sheet was circulated and when this is completed Carrie will circulate it to all – so we all know who is meant to be covering the lab and when. This would help us respond when there were unplanned changes to people's schedules and availability.

Responses to Date

The committee asked how many sections had already been volunteered. Carrie had done a quick straw poll of Departmental envelopes and felt that English and Math were strong but most other departments had not yet responded.

There were some questions about the email request for volunteers – which had been mailed college-wide. Carrie confirmed it would be sent again today, and the call for volunteers would be relayed to Department Chairs, Criterion Chairs and to John Mettoy for another college-wide blast.

Printing Preparation

Dave had already coordinated with David in reprographics. Everything was set to print and have matching numbers on both the survey and the answer booklet. Congratulations to both Dave's for being ahead on this one.

Faculty Packet Distribution

Carrie had a new idea to keep all packets in the lab and hand out appropriate numbers of surveys/answer booklets for each class taking the assessment. In this way we would have less waste and more control over the process. For this to work it relies on Committee members to be present to coordinate the handing out and handing in of responses – and to ensure both survey and booklets were kept together. It was suggested these should be collected and kept as distinct as

cohorts of respondents by separating them out with colored paper. This would make it easier to keep things together for data entry. It was also suggested the answer booklet and survey could be collated together from each respondent. All of these suggestions were felt to be helpful to a smooth data collection process.

3) Other Business

Barrington reported back to the Committee that the suggestion from the last meeting that release time for Professional Development Week activities should be granted was refused.

The Committee broke into Subcommittees at 3:27pm

Diversity Subcommittee – Anita, Mike and Barrington

Group members discussed the three questions that would form the pre/post test for the new diversity emphasis courses being coordinated through Keenan and the Human Diversity Committee. It was suggested questions should focus on knowledge, attitudes and behavior. The questions were all to use a Likert scale – wording to be decided. Subcommittee suggested diversity questions should be:

1. How much would you say diversity impacts your life right now?
2. How much interaction do you have with people/groups who are different from you?
3. How much do you agree with the following statement: 'We are all pretty much the same; this college puts too much emphasis on all our differences'?

Humanities Subcommittee: - Dave, Jen, Todd, Tim, Willard and Mathew

The group revisited the grading rubric and will finalize next week. Members also discussed a plan for grading the Humanities assessment and will be ready to present to full committee in two weeks time.

Marketing Subcommittee – Lynnel, Liliana & Carrie

This subcommittee discussed upcoming Assessment week and preparations for this.

GEMS Subcommittee –

This subcommittee discussed the science objectives.

The meeting adjourned at 4:00pm.

Minutes Amended and Approved at the February 14th 2007 Assessment Committee Meeting.

Motion to approve proposed by Todd and seconded by Chris.

Harold Washington College
Assessment Committee

Committee Chair – Carrie Nepstad, Applied Science
Committee Vice Chair – Anita Kelley, Business
Committee Secretary – Mike Heathfield, Applied Science

Minutes

02-14-07

Members Attending

Liliana Marin - Physical Science
Tim Donahue - English, Speech & Theater
Michael Heathfield - Applied Sciences
Todd Heldt – Library
Glenn Weller – CIS
Chris Sabino - Mathematics
Dave Richardson – Humanities
Carrie Nepstad – Applied Sciences
Dana Perry – Physical Science
Willard Moody – English, Speech & Theater
Lynnel Kiely – Social Sciences
Michal Eskayo – ESL
Anita Kelley – Business

Advisors & Visitors Attending

Jen Asimow – Faculty Council Rep.
Matthew Williams – ESL Guest
Rosie Banks – Office of Instruction
Sammie Dortch - Applied Sciences

Absent

Armen Sarrafian – Art
Barrington Edwards – Associate Dean Instruction
Louis Deiss – Biology Department
Farrokh Asadi – Biology

Carrie called the meeting to order at 3:04 pm in Room 1029 of Harold Washington College.

1) Approval of Minutes

The committee reviewed the minutes from the meeting of 02-07-07. Page 1 Diversity Preparations should read 'Accessibility Preparations'. GEMS and Marketing Subcommittees provided brief minutes to be added. Motion to approve the minutes, with amendments, Todd – seconded by Chris.

2) Chair's Updates

- Carrie requested some volunteers to write a descriptive text for visually impaired students who may choose to write about the drawing artifact in the Humanities Assessment. Mike and Todd volunteered for this.

- The Assessment Week poster draft was circulated and received positive feedback from members. Thanks to Armen for creating this. This was ready to go to print.
- The Computer Lab was ready for the Humanities Assessment – the powerpoint was loaded on to the reserved computers and space was also allocated for those with disabilities requiring the use of two computer screens.
- The Lab Support Grid was re-circulated for committee members to ensure we had covered all the available sections. This was not a concern for Carrie and it appeared we were mostly well supported in this.
- Carrie requested support for placing Assessment Week flyers in each classroom. Chris volunteered to do this first thing Monday morning on the 7th, 8th and 9th floors. Anita also volunteered to be available in the lab for the Monday 8 a.m. section.
- The letter confirming the chosen volunteered sections would go out today once the selection process had taken place.
- Much printing was being done and Carrie would need some help with stapling booklets once copies had been delivered. Jen and Mike volunteered time to help with this task. Carrie was expecting a busy Saturday of pre-Assessment Week preparations.

3. Volunteered Section Allocation

Committee members collected envelopes from all departments and handed in those already brought to the meeting. There was much anticipation and excitement as to whether we would meet our requirements for numbers. It appeared we had 50 sections volunteering for the assessment. It was suggested that the allocation should be made now – so that staff could be notified as soon as possible.

The committee broke into Subcommittees and task groups at 3:25 p.m.

Allocation Task Group – Carrie, Michal, Lynnel, Liliana, Jen & Dave

This group worked on finalizing which classes would be invited to take part in the Humanities Assessment next week.

Visually Impaired Text Task Group – Mike, Todd & Anita

This group wrote the suggested descriptive text should any visually impaired student wish to write about the picture artifact. Suggested wording was as follows:

“Four Aunt Jemima pancake and waffle boxes are lined up in a row in front of an American flag. Bursting from the front of the first box is a full-figured African American woman with a headscarf around her head brandishing a spatula in her raised right hand as if to strike someone or something.

The front of her dress is open, exposing her large, full breasts. The rest of the dress swirls around her lower body. She also wears an apron tied around her waist.”

GEMS Subcommittee – Chris, Dana & Glenn

This subcommittee discussed the possibility for a Science Assessment and looked at an old assessment from 1998.

Humanities Subcommittee

This subcommittee continued their work in discussing the grading rubric for the Humanities Assessment.

The Meeting Adjourned at 4: 04 pm

Minutes Amended and Approved at the February 28th, 2007 Assessment Committee Meeting.

Motion to approve proposed by Tim and seconded by Chris.

Harold Washington College
Assessment Committee

Committee Chair – Carrie Nepstad, Applied Science
Committee Vice Chair – Anita Kelley, Business
Committee Secretary – Mike Heathfield, Applied Science

AGENDA

02-28-07

3:00-3:30

- Review/approve minutes
- Assessment Week preliminary report
- Hummm rubric – Humanities subcommittee
Rubric for approval – vote?
proposal for rating process

3:30-3:55

Subcommittee Work

Humanities
Marketing
Diversity
Math/Science

3:55-4:00

- New business

Assessment conferences:

10th Annual Community College Assessment Fair at Moraine Valley Community College in Palos Hills, Thursday March 2, 2006.

The next AC meeting will be Wednesday 03-07-07 from 3-4pm, Room 1029

Harold Washington College
Assessment Committee

Committee Chair – Carrie Nepstad, Applied Science
Committee Vice Chair – Anita Kelley, Business
Committee Secretary – Mike Heathfield, Applied Science

Minutes

02-28-07

Members Attending

Liliana Marin - Physical Science
Tim Donahue - English, Speech & Theater
Michael Heathfield - Applied Sciences
Todd Heldt – Library
Glenn Weller – CIS
Chris Sabino - Mathematics
Carrie Nepstad – Applied Sciences
Dana Perry – Physical Science
Willard Moody – English, Speech & Theater
Michal Eskayo – ESL
Anita Kelley – Business
Armen Sarrafian – Art
Barrington Edwards – Associate Dean
Instruction

Advisors & Visitors Attending

Jen Asimow – Faculty Council Rep.
Matthew Williams – ESL Guest
Sammie Dortch - Applied Sciences

Joining:

Keenan Andrews - Dean of
Research and Planning

Absent

Dave Richardson – Humanities
Louis Deiss – Biology Department
Farrokh Asadi – Biology
Rosie Banks – Office of Instruction
Lynnel Kiely – Social Sciences

Carrie called the meeting to order at 3:04 pm in Room 1029 of Harold Washington College.

1) Approval of Minutes

The committee reviewed the minutes from the meeting of 02-14-07. Motion to approve the minutes, Tim – seconded by Chris.

2) Chair's Updates

Assessment Week – Humanities Assessment

Carrie reported that there were 664 completed assessments, which meant we had just met our goal. Keenan had been working with these numbers and was happy that we had made the all important 10% of

the student population. She later reported the actual rate was 10.32% of students enrolled using the day 10 lists.

- There was some discussion of this number in comparison to the 800 diversity surveys in the last major assessment task we undertook. Carrie reported her observations from spending much time in the lab over assessment week:
- Very few hiccups, everyone booked came but across the board numbers were lower than those volunteered.
- It was a bad week weather-wise and this may have been at play.
- There were quite a few substitutes.
- It was a pleasure to observe committed faculty and students at work on this assessment and a testament to a shared learning community and culture we were developing at college.
- It appeared that there was a good spread across the three choices of artifact for the second element of the assessment.
- Huge thanks were due to all those who helped in a successful process: Vincent and all the lab staff, David in Reprographics and staff from ESL who rescued us with headphones.
- Carrie would circulate and thank you email to all concerned.

3. Humanities Assessment Grading Rubric - Tim

The grading process was explained. The plan was that each survey would be read at least twice by a small group of Humanities Subcommittee members during the summer. It was anticipated to be between a one and two-week task. This would include the relevant training and ongoing meetings to ensure inter-rater reliability. Someone would also then be needed to input the data into the appropriate database. Keenan would be consulted to ensure a format was used that allowed the two data sets to connect appropriately.

This was a considerable amount of work beyond the normal scope and remit of the committee. The Humanities Subcommittee would draft a letter outlining a workplan for grading these assessments so that Carrie could forward this to Cecilia with a request for stipends for staff undertaking this important additional work.

4. Reviewing Humanities Grading Rubric

Carrie asked the committee if they wished to review the rubric now or later. The motion to review now was proposed by Mike and seconded by Anita. The motion was passed with two abstentions.

Willard suggested that the third answer in section B 'Support and Logic' should read 'inconsistency and/or incoherence'. There was considerable discussion of this. It was also suggested that there was a missing hyphen in 'Sentence Level Clarity'. These were the only two suggest changes to the rubric. Motion to

accept with the two changes was proposed by Willard and seconded by Anita. Motion was carried unanimously.

5. Celebrating our work more widely

Barrington suggested we should get our work on Humanities Assessment more widely published.

6. New College Committee

It was announced there was a new college committee looking at writing across the curriculum. The committee discussed the use of rubrics and it was made clear that our humanities assessment rubric was specific to humanities only. Jennifer has much additional information on rubrics and Michal pointed to a website where many more can be found.

7. Diversity Survey Results

Willard asked when these results would be circulated to the wider college community. It was suggested that this was the remit of the marketing subcommittee. The next Assessment Times was already finalized but this material should be considered for the next one. The current issue was ready to go to print.

8. New Business

Anita drew everyone's attention to Richland's 7th Annual Diversity Conference – June 14/15 2007. The deadline for proposals to Cecilia is March 14th.

9. Next Week's Meeting

Anita would be chairing next week and it was suggested we spent the time in subcommittees to progress these agendas.

The Meeting Adjourned at 3:55 pm

Minutes Amended and Approved at the March 7th, 2007 Assessment Committee Meeting.

Motion to approve proposed by Glenn and seconded by Willard.

Harold Washington College
Assessment Committee

Committee Chair – Carrie Nepstad, Applied Science
Committee Vice Chair – Anita Kelley, Business
Committee Secretary – Mike Heathfield, Applied Science

AGENDA

03-07-07

3:00-3:05

- Review/approve minutes
- Assessment Week Survey?
- Information Literacy article

3:05-3:55

- Subcommittee work

3:55-4:00

- New business

The next AC meeting will be Wednesday 03-14-07 from 3-4pm, Room 1029

Harold Washington College
Assessment Committee

Committee Chair – Carrie Nepstad, Applied Science
Committee Vice Chair – Anita Kelley, Business
Committee Secretary – Mike Heathfield, Applied Science

Minutes

03-07-07

Members Attending

Liliana Marin - Physical Science
Tim Donahue - English, Speech & Theater
Michael Heathfield - Applied Sciences
Todd Heldt – Library
Glenn Weller – CIS
Dana Perry – Physical Science
Willard Moody – English, Speech & Theater
Michal Eskayo – ESL
Anita Kelley – Business
Dave Richardson – Humanities
Lynnel Kiely – Social Sciences

Advisors & Visitors Attending

Jen Asimow – Faculty Council Rep.
Matthew Williams – ESL Guest
Rosie Banks – Office of Instruction

Absent

Chris Sabino - Mathematics
Carrie Nepstad – Applied Sciences
Sammie Dortch - Applied Sciences
Armen Sarrafian – Art
Barrington Edwards – Associate Dean Instruction
Louis Deiss – Biology Department
Farrokh Asadi – Biology

Anita called the meeting to order at 3:04 pm in Room 1029 of Harold Washington College.

1) Anita Chairing

Anita was chairing today's meeting and announced that Carrie was recovering well and would return next week. The committee sent her their best wishes for a speedy recovery.

2) Approval of Minutes

The committee reviewed the minutes from the meeting of 02-28-07. Motion to approve the minutes, Glen – seconded by Willard. Unanimous vote to approve.

3) Assessment Week Survey

Through Anita, Carrie asked if we wanted to conduct a brief survey of faculty volunteers about their experiences during the Humanities Assessment. It was felt this would complete an important feedback loop, give the committee some important data on the process, and allow us to tell each volunteer about the 'larger picture' to which they contributed. This had been done successfully in the past. The committee agreed to ask Carrie to pursue this brief survey.

4) A Thank You from Dr. Lopez

Rosie distributed \$25 book tokens from Dr. Lopez to all those on the committee who had proctored the Humanities Assessment. This gift was also being given to all the technicians who were so helpful in the computer lab. Committee members appreciated the thoughtfulness and value of this gift.

5) Information Literacy Article

This item would be postponed until next week – the article was still 'in transit'.

6) New Business

There was no new business.

7) Subcommittee Work

At 3:12 the committee broke into subcommittees for the remainder of the meeting.

Diversity Subcommittee- Dana, Michal & Michael

This group reviewed a copy of the diversity assessment tool used for the last college-wide assessment. The group discussed how to share the important results with the college community and what form this distribution should take. Pamphlets and posters were suggested to present interesting or intriguing findings to a wider audience. It was suggested that the data from questions 8 through 12 (values) would probably make good sources of information for sharing about the Harold Washington student body.

Before any further work could be done on this, the group would need to find out from Keenan what analysis had already been done and from other committee members, which elements of the assessment had already been successfully presented at conferences. No one in the group had this detailed knowledge.

Humanities Subcommittee – Jen, Todd, Tim, Dave, Mathew & Rosie

This group worked on the detailed drafting of the proposal letter for the additional summer work required to grade all the humanities assessments.

Marketing Subcommittee & Critical Thinking Subcommittee – Willard, Lynnel & Liliana

The groups worked together to outline a brochure using the format established from the fall 2003 results and the complete NCA progress report. Materials would be sent to Armen for graphic input and deadlines would need to be

checked with Anita or Carrie. Lynnel was happy to work on additional editing if required.

The Committee adjourned at 4:00 p.m.

**Minutes Amended and Approved at the March 14th, 2007 Assessment
Committee Meeting.**

Motion to approve proposed by Anita and seconded by Glenn.

Harold Washington College
Assessment Committee

Committee Chair – Carrie Nepstad, Applied Science
Committee Vice Chair – Anita Kelley, Business
Committee Secretary – Mike Heathfield, Applied Science

Minutes

03-14-07

Members Attending

Liliana Marin - Physical Science
Tim Donahue - English, Speech & Theater
Michael Heathfield - Applied Sciences
Todd Heldt – Library
Glenn Weller – CIS
Dana Perry – Physical Science
Michal Eskayo – ESL
Anita Kelley – Business
Lynnel Kiely – Social Sciences
Chris Sabino - Mathematics
Carrie Nepstad – Applied Sciences
Barrington Edwards – Associate Dean
Instruction

Advisors & Visitors Attending

Jen Asimow – Faculty Council Rep.
Matthew Williams – ESL Guest
Sammie Dortch - Applied Sciences

Absent

Dave Richardson – Humanities
Willard Moody – English, Speech & Theater
Armen Sarrafian – Art
Louis Deiss – Biology Department
Farrokh Asadi – Biology

Carrie called the meeting to order at 3:05 pm in Room 1029 of Harold Washington College.

1) Approval of Minutes

The committee reviewed the minutes from the meeting of 02-07-07. Mike was to insert names of subcommittee members present in their groups. Subcommittees were reminded that this information needed to be provided to the secretary. Motion to approve the minutes as amended, Anita – seconded by Glenn.

2) Chair Updates

Summary Information - Carrie reported she had provided some summary information to Cecilia about the success of Assessment Week and the Humanities Assessment. She had also attached the approved grading rubric. As yet, there had been no response. The summary information was also going

to be circulated by email to all faculty and staff participants, alongside our heartfelt thanks for their important contributions to the process.

Brief Faculty Survey – Carrie circulated the draft questions for this quick survey which was designed to be done through Survey Monkey. The text included another thank you for their contribution. The following suggestions were made: Question 1 should read “I had sufficient information about the dates for Assessment Week.”

An additional question should be added along the lines of “Based on this assessment experience, and subject to your schedule, would you volunteer sections for future assessment committee activities in the future?”

Anita proposed the motion that Carrie be asked to make the recommended changes without returning copy to the committee. This was seconded by Todd. Motion approved.

New Chair Needed – Carrie reminded the committee that she was stepping down despite the great pleasure she has had in the role. Her reasons were health related and not to be construed as a reflection on the job role. Nominations are due at the March 21st meeting and voting will take place at the March 28th meeting. This time would allow for a good transition from Carrie to the new person. There was some limited discussion of who may be interested in the position.

3) New Business - Barrington

Cecilia had informed Barrington that she had received a phone call about the continued success of our progress report. Apparently, it had been brought to the attention of all NCA directors and was being suggested as a model for all progress reports. This news was warmly received and again provided strong evidence of the quality of this committee’s work on behalf of the whole college community.

4) Funding Proposal for Humanities Booklet Raters - Tim

Tim presented the draft of the proposal letter to Cecilia for funding for the raters who would be working over the summer to grade the written section of the Humanities Assessment. There was considerable discussion of this draft. Key points were:

- Specific details needed to be given of hours, staffing, deadlines and full costs – so that it was explicit about what was required to do this job effectively and efficiently.
- The committee should emphasize the very low cost of this assessment in comparison to some of the others we have undertaken and paid for.
- The letter should be presented in a format that made it easy to transfer data onto the appropriate college/district forms, so that we could speed this process of approval.

- Carrie would need to confirm the participation of Amanda Loos before the final letter and costs were itemized.

Todd proposed the motion to approve the letter, as amended above, by the Humanities Subcommittee during this meeting. This was seconded by Lynnel. Approved.

5) 'Information Navigation 101'

This article from the Chronicle of Higher Education was circulated, as promised, to all committee members.

6) Subcommittee Work

At 3:35 the committee broke into subcommittees for the remainder of the meeting.

Diversity Subcommittee- Michal, Michael, Sammie & Anita (Carrie)

This group reviewed the powerpoint presentation brought by Anita in response to last week's request from subcommittee members. The discussion centered on ideas for the dissemination of assessment findings and how individual and institutional change could be supported by the work and findings of this committee. It was felt this was the area in which the committee had made the least progress, despite many other successes. To progress this agenda further group members were asked to produce two items for next week's meeting:

- 1) A suggestion for two artifacts discussed – escalator posters of interesting diversity findings and a teaching handout for all faculty which used our own diversity data.
- 2) Specific requests for Keenan about what data we needed her to analyze to help in the production of the above artifacts – answers to questions 8 through 12 were again suggested.

Humanities Subcommittee – Jen, Todd, Tim, & Mathew

This group re-worked the proposal letter to Cecilia in the light of the committee's recommendations, outlined above.

GEMS Subcommittee – Chris, Glenn, Dana & Liliana

The group worked around two main questions: What do we try to assess? And what are we looking for? Then the group brainstormed about appropriate assessment approaches for GEMS. There was a lot of deliberation about how to make the assessment critical thinking oriented. Discussion focused on pros and cons of using multiple choice or essay tests or a combination of both. Finally, we talked about different issues in science that might be the focus of our students' community. We came up with the following topics: HIV, Drugs (?), Asthma, Global Warming.

Marketing Subcommittee – Barrington & Lynnel (Carrie)

The Committee adjourned at 4:00 p.m.

**Minutes Amended and Approved at the March 21st, 2007 Assessment
Committee Meeting.**

Motion to approve proposed by Glenn and seconded by Todd.

Harold Washington College
Assessment Committee

Committee Chair – Carrie Nepstad, Applied Science
Committee Vice Chair – Anita Kelley, Business
Committee Secretary – Mike Heathfield, Applied Science

Minutes

03-21-07

Members Attending

Liliana Marin - Physical Science
Tim Donahue - English, Speech & Theater
Michael Heathfield - Applied Sciences
Todd Heldt – Library
Glenn Weller – CIS
Anita Kelley – Business
Lynnel Kiely – Social Sciences
Chris Sabino - Mathematics
Carrie Nepstad – Applied Sciences
Barrington Edwards – Associate Dean
Instruction
Willard Moody – English, Speech & Theater

Advisors & Visitors Attending

Jen Asimow – Faculty Council Rep.
Matthew Williams – ESL Guest

Absent

Dana Perry – Physical Science
Dave Richardson – Humanities
Armen Sarrafian – Art
Louis Deiss – Biology Department
Farrokh Asadi – Biology
Michal Eskayo – ESL
Sammie Dortch - Applied Sciences

Carrie called the meeting to order at 3:04 pm in Room 1029 of Harold Washington College. Apologies were presented from Dana Perry.

1) Approval of Minutes

The committee reviewed the minutes from the meeting of 02-14-07. Mike reported on the insertion of the GEMS subcommittee report provided by Liliana. Carrie will also provide some material for the marketing subcommittee report. Motion to approve the minutes as amended, Glenn – seconded by Todd.

2) Nominations for Assessment Committee Officers

Carrie asked for nominations for the new officers of the committee.

Chair – Anita was nominated by Willard and seconded by Todd. There were no other nominations for this position.

Vice-Chair – Mike was nominated by Anita and seconded by Todd. There were no other nominations for this position.

Secretary – there were no nominations for this position.

It was asked whether there would be any issues with release time if the Chair of the Assessment Committee was also a Department Chair. Anita confirmed this would not be an issue.

Since both positions with nominations were uncontested, it was felt that the committee could decide on these today. Both Anita and Mike were elected by acclamation. Carrie suggested the position of Secretary needed to be returned to next week.

3) Faculty Council, Assessment Committee and the wider college community

Carrie reported on a conversation with John Hader about ‘closing the loop’ between the Faculty Council, the Assessment Committee and the college at large. It was suggested there could be some form of informational and networking event, with food, to which all faculty could be invited. Faculty Council was prepared to cover the cost of this event.

The timing of this was discussed and it was suggested we work towards the event happening on Thursday 26th April at 2pm. Carrie will work with John to confirm the suitability of this date.

There was considerable discussion and debate between committee members. Key areas of discussion were as follows:

- The specific purpose of this combined meeting
- The influence and perceptions held within the wider college community of both Faculty Council and the Assessment Committee
- The need for open dialogue about the charge, practice and outcomes of the Assessment Committee
- Diverse faculty reactions to assessment and institutional investment in this area
- The need to understand differing responses to assessment from a diverse faculty
- The belief that Assessment Committee work should be transparent and well communicated to all

It was concluded that this joint event would provide an opportunity for this important assessment dialogue to continue amongst the college community and give a welcome chance for the expression of academic freedom on these challenging tasks.

4) Diversity Committee Ideas

Mike discussed two ideas to circulate findings from the diversity assessment and ways in which Assessment Committee work could continue and build a 'presence' for all college stakeholders. Escalator posters and summary data for teaching notes were suggested. The committee reminded Mike to link and coordinate with the work of the Diversity Committee and Diversity Week, which was imminent.

6) Subcommittee Work

The above discussion did not allow any time for individual subcommittee work at this meeting.

The Committee adjourned at 4:00 p.m.

**Minutes Amended and Approved at the March 28th, 2007 Assessment
Committee Meeting.**

Motion to approve proposed by Anita and seconded by Chris.

Harold Washington College
Assessment Committee

Committee Chair – Carrie Nepstad, Applied Science
Committee Vice Chair – Anita Kelley, Business
Committee Secretary – Mike Heathfield, Applied Science

AGENDA

03-28-07

3:00-3:10

- Review/approve minutes
- Proposal for raters delivered to VP
- 2007 CHEA Award for Institutional Progress in Student Learning Outcomes
- Planning for "Closing the Loop" seminar

3:10-3:55

Subcommittee Work Groups

3:55-4:00

- New business

Assessment conferences:

Higher Learning Commission Annual Conference "Leading for the Common Good"
April 20-24, Hyatt Regency Chicago

*The next AC meeting will be Wednesday 04-11-07 from 3-4pm, **Room 1029***

Harold Washington College
Assessment Committee

Committee Chair – Carrie Nepstad, Applied Science
Committee Vice Chair – Anita Kelley, Business
Committee Secretary – Mike Heathfield, Applied Science

Minutes

03-28-07

Members Attending

Liliana Marin - Physical Science
Tim Donahue - English, Speech & Theater
Michael Heathfield - Applied Sciences
Todd Heldt – Library
Glenn Weller – CIS
Anita Kelley – Business
Chris Sabino - Mathematics
Carrie Nepstad – Applied Sciences
Dana Perry – Physical Science
Willard Moody – English, Speech & Theater
Michal Eskayo – ESL

Advisors & Visitors Attending

Jen Asimow – Faculty Council Rep.
Matthew Williams – ESL Guest

Absent

Barrington Edwards – Associate Dean Instruction
Lynnel Kiely – Social Sciences
Dave Richardson – Humanities
Armen Sarrafian – Art
Louis Deiss – Biology Department
Farrokh Asadi – Biology
Sammie Dortch - Applied Sciences

Carrie called the meeting to order at 3:10 pm in Room 1029 of Harold Washington College.

1) Approval of Minutes

The committee reviewed the minutes from the meeting of 03-21-07. Amendments were made to be clear in naming Faculty Council and Assessment Committee in item 3. Motion to approve the minutes as amended, Anita – seconded by Chris.

2) Chair Updates

- Carrie reported she had hand-delivered to Cecilia's office the committee's proposal for grading the Humanities Assessment. She is confident Cecilia will respond to this fairly speedily. We have a workplan for when we would like this additional work to take place, but no further work would

occur on the grading process until we had a response on the resources required to do the work.

- Carrie circulated a handout from CHEA about the 2007 Award for Institutional Progress in Student Learning Outcomes. There was some discussion as to whether we were ready and capable of making an application for this award. The committee had considered this option previously. It was not clear what the outcome of an award was for HWC. Carrie will investigate the details of this, and the application process, in time for the next meeting. Committee members will also study the handout in detail and come prepared for a more complete discussion of this opportunity.

3) Planning for Closing the Loop' Seminar

Scheduled for Thursday April 26th at 2:00 p.m. The committee discussed the planning, publicity and structure of this event. We clarified that the purpose was to continue a college dialogue amongst faculty and administration about college-wide assessment issues.

We wanted to create an invitational flyer which utilized a range of quotes showing the diversity of opinion within the college – to challenge and stimulate dialogue and debate. Suggestions for people who might agree to provide public and quotable statements were:

Carrie Nepstad, Cecilia Lopez, Art DiVito, Mike Ruggeri, Laura Chambers, Betty Harris, John Hader, Mathew Williams, Janvier Jones, Maria De Jesus Estrada.

Carrie would follow up with these colleagues and ask a question something along the lines of, "What do you think about the role of institutional assessment here at Harold Washington College?"

It was also noted that Carrie expected Committee members to attend the event in lieu of the Assessment Committee meeting on April 26th.

The committee suggested a panel format and that some of the above colleagues might wish to be panelists. There would need to be a skilled and balanced moderator and a range of suggestions were made for who could be approached to play this role. Suggestions were: Dave Richardson, Amanda Loos, Sydney Daniels and Denise Maduli-Williams. Again, Carrie would follow up on these suggestions and also ask confirmed panelists what questions they would like to see addressed in this dialogue. The committee felt it important that the planning should be inclusive in this way.

It was suggested that John Metoyer be asked to coordinate the email blasts to recruit participants to this event – and that these should be frequent and different in format as the event draws near.

4) Motion to dismiss

A motion from the floor was raised to dismiss the meeting early. This was approved and informal groups formed after this to work on the planned Seminar and other issues.

The Committee adjourned at 3:45 p.m.

**Minutes Amended and Approved at the April 11th, 2007 Assessment
Committee Meeting.**

Motion to approve proposed by Glen and seconded by Chris.

Harold Washington College
Assessment Committee

Committee Chair – Carrie Nepstad, Applied Science
Committee Vice Chair – Anita Kelley, Business
Committee Secretary – Mike Heathfield, Applied Science

AGENDA

04-11-07

3:00-3:10

- Approve minutes
- Proposal for raters **approved** by VP and Andy Huh as of 04-02-07. Members of the Humanities rating team will receive a copy of the approval letter. The team will begin training during Assessment Committee meetings starting today, 04-11-07 through Wednesday May 2, 2007. This group is now excused from the meeting
- 2007 CHEA Award for Institutional Progress in Student Learning Outcome: application update
- Closing the Loop panel: update
- Poster campaign – Mike Heathfield
- GEMs – General Education Objectives and outcomes, tools/instruments, plan of action for fall 2007 Assessment Week. Please be prepared to give a status report next week
- Marketing and Diversity – poster campaign

3:10-3:55

Subcommittee Work Groups

3:55-4:00

- New business

**Homework: Review the Assessment Committee charge this week for discussion and suggested revision next week 04-18-07

Assessment conferences:

Higher Learning Commission Annual Conference "Leading for the Common Good" April 20-24,
Hyatt Regency Chicago

The next AC meeting will be Wednesday 04-18-07 from 3-4pm, Room 1029

Harold Washington College
Assessment Committee

Committee Chair – Carrie Nepstad, Applied Science
Committee Vice Chair – Anita Kelley, Business
Committee Secretary – Mike Heathfield, Applied Science

Minutes

04-11-07

Members Attending

Lynnel Kiely – Social Sciences
Liliana Marin - Physical Science
Michael Heathfield - Applied Sciences
Todd Heldt – Library
Glenn Weller – CIS
Anita Kelley – Business
Chris Sabino - Mathematics
Carrie Nepstad – Applied Sciences
Dana Perry – Physical Science
Willard Moody – English, Speech & Theater
Michal Eskayo – ESL
Barrington Edwards – Associate Dean
Instruction

Advisors & Visitors Attending

Jen Asimow – Faculty Council Rep.
Matthew Williams – ESL Guest

Absent

Tim Donahue - English, Speech & Theater
Dave Richardson – Humanities
Armen Sarrafian – Art
Louis Deiss – Biology Department
Farrokh Asadi – Biology
Sammie Dortch - Applied Sciences

Carrie called the meeting to order at 3:02 pm in Room 1028 of Harold Washington College.

1) Approval of Minutes

The committee reviewed the minutes from the meeting of 03-28-07. Motion to approve the minutes, Glen – seconded by Chris.

2) Chair Updates

- The proposal for grading the Humanities Assessment had been accepted by Cecilia. Formal letters were handed out to those undertaking this additional task and they were officially ‘excused’ Assessment Committee attendance so they could concentrate on the preparation and planning required to complete this task as scheduled. Carrie asked that the

Humanities Assessment Booklets be removed from her office – Todd would house these until they were to be graded.

- Carrie had emailed Cecilia about our questions regarding the benefits of the CHEA 2007 Award for Institutional Progress in Student Learning Outcomes. There had been little time for a response as yet. Carrie also offered to prepare a draft application for this award using material readily available in the Interim Progress Report. This draft could then be considered by the committee around October when the application was due.
- 'Closing the Loop' Seminar – this has been rescheduled for Thursday May 3rd at 2pm. We were still awaiting news of the venue but initial email notification of the event has already been sent out. It was reiterated that committee members should be in attendance in lieu of the normal committee meeting and be well prepared. The committee members in the room indicated their plan to attend this event.
- Everyone was handed out the informational brochure from the Assessment Committee with the comparative data from the California Critical Thinking Test and members were asked to circulate amongst their departments. Thanks were given to Liliana, Willard, Armen and Lynnel for the production of this important document.

3) Sub Committee Meetings

The committee broke into subcommittees at 3:20 p.m.

Diversity Sub Committee – Mike, Michal, Lynnel & Barrington

Mike circulated the draft poster ideas which were well received. It was decided that it would need to be clear that they were produced by the Assessment Committee and the source of data was the Diversity Survey of Fall 2005. The group also returned to the General Education Outcomes with regard to diversity. The remainder of the time was spent suggesting specific diversity findings to be used on the posters. Mike agreed to also check with Keenan about the exact wording we could use to ensure we were statistically correct. We also wanted to ensure some statements identified some of our challenges with diversity on campus. Suggested results to be used were as follows:

- Question 7e data: “28% of Harold Washington Students sometimes find it difficult to see the other person’s point of view.”
- Question 10c data: “77% of Harold Washington Students agree that the college should offer courses to help them develop an appropriate appreciation for their own and other cultures.”
- Question 13c data: “87% of Harold Washington Students believe that contact with individuals whose culture is different from their own is valuable.”
- Question 13f data: “78% of Harold Washington Students enjoy classes that emphasize the contributions of different cultures.”

- Question 16g data: “78% of Harold Washington Students have had classes taught by faculty of different backgrounds from themselves”
- Question 17a data: “59% of Harold Washington Students agree that there HW experience has led them to become more understanding of people’s differences in race, ethnicity, gender, age or persons with a visible disability.”

GEMS Subcommittee – Dana, Chris, Lilliana & Glen (Carrie)

The group continued talking about possibilities for a Gen. Ed. Science assessment. At this point, thinking of using a similar mold to the Humanities assessment in that we will provide students with three choices (each focusing on a particular science discipline). We also discussed our timetable for a pilot (assuming we create/find an assessment soon) and the General Education science objectives as well. Carrie was with us to check our progress on the assessment. She seemed pleased with our progress and provided some helpful feedback and encouragement. The group will provide a report to the committee next week.

Humanities Assessment Work Group – Jennifer, Todd, Willard & Matthew

This group convened to plan the upcoming training and grading schedule.

4) Additional Information

- Carrie announced that the Department of Social Sciences has produced their departmental document with regard to mission and general education outcomes – all were to be commended on the results of this lengthy process. Lynnel would pass to Mike the electronic copy of this document and he would circulate to all committee members. Cecilia was also offering a stipend for any Committee members who wished to work alongside a Social Science faculty member to produce a similar document on general education outcomes at the institutional level.
- Homework was set for all. We must soon review our charge and we were all asked to look at this in preparation for the discussion next week.

The Committee adjourned at 4:00 p.m.

Minutes Amended and Approved at the April 18th, 2007 Assessment Committee Meeting.

Motion to approve proposed by Todd and seconded by Chris.

Harold Washington College
Assessment Committee

Committee Chair – Carrie Nepstad, Applied Science
Committee Vice Chair – Anita Kelley, Business
Committee Secretary – Mike Heathfield, Applied Science

AGENDA

04-18-07

3:00-3:15

- Approve minutes
- Closing the Loop panel: update
- GEMs – status report
- Charge Review

3:10-3:55

Subcommittee Work Groups

3:55-4:00

- New business

Assessment conferences:

Higher Learning Commission Annual Conference "Leading for the Common Good" April 20-24,
Hyatt Regency Chicago

The next AC meeting will be Wednesday 04-25-07 from 3-4pm, Room 1029

Harold Washington College
Assessment Committee

Committee Chair – Carrie Nepstad, Applied Science
Committee Vice Chair – Anita Kelley, Business
Committee Secretary – Mike Heathfield, Applied Science

Minutes

04-18-07

Members Attending

Lynnel Kiely – Social Sciences
Liliana Marin - Physical Science
Michael Heathfield - Applied Sciences
Todd Heldt – Library
Glenn Weller – CIS
Anita Kelley – Business
Chris Sabino - Mathematics
Carrie Nepstad – Applied Sciences
Dana Perry – Physical Science
Willard Moody – English, Speech & Theater
Michal Eskayo – ESL
Tim Donahue - English, Speech & Theater
Dave Richardson – Humanities

Advisors & Visitors Attending

Jen Asimow – Faculty Council Rep.
Matthew Williams – ESL Guest

Absent

Barrington Edwards – Associate Dean Instruction
Armen Sarrafian – Art
Louis Deiss – Biology Department
Farrokh Asadi – Biology
Sammie Dortch - Applied Sciences

Carrie called the meeting to order at 3:02 pm in Room 1029 of Harold Washington College.

1) Approval of Minutes

The committee reviewed the minutes from the meeting of 04-11-07. Motion to approve the minutes with amended names for subcommittee members, Todd – seconded by Chris.

2) Chair Updates

- Closing the Loop – Carrie, Art DiVito, John Hader and Judy Nitsch had all agreed to be on the panel which Carrie also intended to moderate. All were preparing some ‘quotable’ comments for one of the email blasts to generate interest in the meeting. Everyone was also preparing to give an input for 5 to 10 minutes before opening the dialogue to the floor. It was

requested that copies of the Interim Report be made available for the meeting since there was some confusion as to whether these had been circulated through chairs to all faculty. All committee members were reminded of the need to attend and be prepared to listen, articulate and learn from this exchange.

- GEMS status report - Carrie explained that the subcommittee had looked at the tool used in 1998 and liked this approach which they also wanted to combine with developing their own tool much in the same way used for the recent humanities assessment. Participants would be able to choose between three options representing the sciences, although the questions would remain the same throughout.
- There was some debate as to the broadness of the general education outcome with regard to the natural sciences - the origin of this was unknown. We felt we could be more narrow in our assessment as long as we were explicit about this at the outset.
- The proposed timescale involved running a pilot of the assessment tool in the fall of 2007 with the full sample occurring in the spring of 2008. This would give committee members enough time to complete the considerable work needed to make this assessment as successful as our previous ones.

Mike proposed that the committee accept this plan and timescale and ask the GEMS subcommittee to proceed with the plan and timescale outlined. This motion was seconded by Dave and all agreed.

Everyone was handed out the informational brochure from the Assessment Committee with the comparative data from the California Critical Thinking Test and members were asked to circulate amongst their departments.

Thanks were given to Liliana, Willard, Armen and Lynnel for the production of this important document.

3) Review of Committee Charge

Not all committee members had time to review this, so this item was again requested as homework for next week. We had to review this during this semester.

4) Sub Committee Meetings

The committee broke into subcommittees at 3:27 p.m.

Diversity Sub Committee – Mike, Michal, Lynnel & Anita

Members continued to discuss ideas for presenting data to the wider college community. It was decided that all these materials should be ready for the start of fall semester, when everyone was more refreshed and likely to pay more attention. The following tasks and responsibilities were agreed:

Mike to produce draft posters with data boxes

Michal to produce poster draft background with ethnicity labels

Anita to produce a powerpoint using the same data/graphics as posters to play on the flat screen during registration time.

Lynnel would check with Keenan about the data language we were using to ensure we were accurate. She would also get from Keenan demographic data on HW students and faculty that had recently been presented by district and confirmed that we were the most diverse campus in the system.

GEMS Subcommittee – Dana, Chris, Lilliana & Glen (Carrie)

Humanities Assessment Work Group – Jennifer, Todd, Willard & Matthew

This group convened with completed booklets to begin their work on grading.

The Committee adjourned at 4:00 p.m.

**Minutes Approved at the April 25th, 2007 Assessment Committee Meeting.
Motion to approve proposed by Tim and seconded by Todd.**

Harold Washington College
Assessment Committee

Committee Chair – Carrie Nepstad, Applied Science
Committee Vice Chair – Anita Kelley, Business
Committee Secretary – Mike Heathfield, Applied Science

AGENDA

04-25-07

3:00-3:20

- Approve minutes
- Closing the Loop panel: update
- Report from the HLC conference
- Charge Review and vote
- Panel is next week. We will not meet on Wednesday but will meet for the Panel on Thursday
- Critical Thinking feedback loop
- Our last meeting of the year will be 05/09 to plan for next semester

3:20-3:55

Subcommittee Work Groups

3:55-4:00

- New business

***The next AC meeting will be during the panel
Thursday 05-03-07 from 2-3:30 in room # 203 D&E

Harold Washington College
Assessment Committee

Committee Chair – Carrie Nepstad, Applied Science
Committee Vice Chair – Anita Kelley, Business
Committee Secretary – Mike Heathfield, Applied Science

Minutes

04-25-07

Members Attending

Lynnel Kiely – Social Sciences
Liliana Marin - Physical Science
Michael Heathfield - Applied Sciences
Todd Heldt – Library
Glenn Weller – CIS
Anita Kelley – Business
Chris Sabino - Mathematics
Carrie Nepstad – Applied Sciences
Willard Moody – English, Speech & Theater
Michal Eskayo – ESL
Tim Donahue - English, Speech & Theater
Barrington Edwards – Associate Dean
Instruction
Dave Richardson – Humanities

Advisors & Visitors Attending

Jen Asimow – Faculty Council Rep.
Matthew Williams – ESL Guest

Absent

Dana Perry – Physical Science
Armen Sarrafian – Art
Louis Deiss – Biology Department
Farrokh Asadi – Biology
Sammie Dortch - Applied Sciences

Carrie called the meeting to order at 3:10 pm in Room 1115 of Harold Washington College.

1) Approval of Minutes

The committee reviewed the minutes from the meeting of 04-18-07. Motion to approve the minutes, Tim – seconded by Todd. Approved.

2) Chair Updates

- Closing the Loop – Carrie, Art DiVito, and John Hader had all agreed to be on the panel which Carrie also intended to moderate. All had produced their quotes for the publicity blast, which Carrie felt would be very interesting and engaging. The committee discussed the format, approach

and intentions of this conversation and wanted it to contribute to the positive atmosphere of academic enquiry, diversity and challenge.

- Higher Learning Conference – Carrie and many other members had attended the large and successful event. Carrie shared her experience of a number of workshops and handed over an example of a math assessment tool she had acquired. She also shared a Measuring Diversity Competencies tool from another college. A key point was that our committee should always take the opportunity to present at this event – we had a lot of good quality work to share and presented well.

3) New Business

Lynnel announced there were no takers for the stipend to research tools for a Social Science assessment. She was thinking of investigating the possibility of seeking a graduate student from the University of Chicago who may be interested in this opportunity. There was a long historical link between HW's Social Science Department and theirs. The committee felt we needed someone who was able to put in knowledge of our systems too, but were in general agreement that Lynnel should pursue this option for progressing initial work on a social science general education assessment tool.

Humanities Sub Committee left the meeting to continue their grading preparations.

4) Review of Committee Charge

The charge document was discussed in detail at the conclusion of which Carrie said she would work on a revised charge draft to present to the committee for approval before the end of the semester. The changes and discussion focused on the following areas of the text:

- 4a: Did we really 'examine assumptions about learning' or 'understand how, when and where learning takes place'? Should these be removed if we were clearly not undertaking these specific activities?
- Discussion of the challenges of maintaining a CDL person as a consistent committee member. There were both practical and logistical issues to this, so should this membership category be removed or not?
- V. Cross Disciplinary Groups did not formally exist anymore so they should be removed from this text. Other groupings were doing some of this work e.g. Diversity Committee, Writing Across the Curriculum.
- VII. Ensure the document says 6 hours of release time.
- VIII. Remove D3 – there is no handbook, it was a good idea when this was first formulated.
- II D. Faculty Council link needed to be rephrased to indicate their representation on this committee rather than their role as written here.

5) Sub Committee Meetings

The committee broke into subcommittees at 3:55 p.m.

Diversity Sub Committee – Mike, Michal, Lynnel

Members reviewed drafts of the poster campaign for the beginning of fall semester 2007. Data boxes needed to be emphasized more and text font changed to something bolder. Michal would still work on the general background and expand the range of ethnicity labels. Keenan had confirmed that we could use the data in the way we had chosen. Anita had produced a draft powerpoint as a suggestion for use during registration time.

The Committee adjourned at 4:00 p.m.

Harold Washington College
Assessment Committee

Committee Chair – Carrie Nepstad, Applied Science
Committee Vice Chair – Anita Kelley, Business
Committee Secretary – Mike Heathfield, Applied Science

AGENDA

05-09-07

3:00-3:20

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- New business

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Harold Washington College
Assessment Committee

Committee Chair – Carrie Nepstad, Applied Science
Committee Vice Chair – Anita Kelley, Business
Committee Secretary – Mike Heathfield, Applied Science

Minutes

05-09-07

Members Attending

Liliana Marin - Physical Science
Michael Heathfield - Applied Sciences
Glenn Weller – CIS
Anita Kelley – Business
Chris Sabino - Mathematics
Carrie Nepstad – Applied Sciences
Willard Moody – English, Speech & Theater
Michal Eskayo – ESL
Barrington Edwards – Associate Dean
Instruction
Dana Perry – Physical Science
Tim Donahue – English, Speech & Theater

Advisors & Visitors Attending

Matthew Williams – ESL Guest

Working in the Library:

Todd Heldt – Library
Jen Asimow – Faculty Council Rep.
Dave Richardson – Humanities

Absent

Lynnel Kiely – Social Sciences
Armen Sarrafian – Art
Louis Deiss – Biology Department
Farrokh Asadi – Biology
Sammie Dortch - Applied Sciences

Carrie called the meeting to order at 3:10 pm in Room 1029 of Harold Washington College.

1) A Sharing of Food

This was Carrie's last meeting as Chair and she provided a wonderful fruit tart for us to share. It was much appreciated by all.

2) Reflection on 'Closing the Loop'

The group shared impressions of last week's event. There were 33 names signed in but some felt there may have been more present. Carrie read the mostly positive feedback on the few evaluation sheets completed at the end of the meeting.

The general opinion was that the event was a positive and useful exchange of views around assessment at HW. It was suggested we continue to hold these events to maintain the dialogue amongst faculty on these important issues.

In the light of this conversation Carrie planned to offer and 'Assessment 101' during faculty development week. She also wanted to do a workshop on critical thinking but was looking for a partner to work on this with her. The committee agreed these were both relevant and useful.

3) Review of Year

We all discussed the progress we have made over the year and also the challenges we still face. Two major successes were the creation, delivery and imminent grading of our own humanities assessment and, of course, the very well received Progress Report.

Carrie regretted that she has not been able to maintain a consistent 'Assessment Times' and this was noted by the incoming officers. Carrie would also complete a request for release form for the position of Vice-Chair, something in our charge that had not yet been achieved. She would also update the charge as per our previous meeting.

The committee discussed how we might improve our performance over the next academic year. A key issue was the circulation, dissemination and use of our assessment findings. We had proved as a committee we were very capable of delivering successful college-wide assessments on key aspects of the general education outcomes for students.

It was suggested that the GEMS assessment might want to concentrate on one science and the group discussed how to selectively use our expertise and resources to achieve our future goals.

4) Closing

Everyone thanked Carrie for her work, passion and commitment to the Assessment Committee. All were wished a happy summer and a well deserved break.

The Committee adjourned at 3:50 p.m.