

Harold Washington College Assessment Committee

Committee Chair – *Anita Kelley, Business/CIS*
Committee Vice Chair – *Mike Heathfield, Applied Science*
Committee Secretary – *Chris Sabino, Mathematics*

AGENDA

9-3-08

- Welcome New Members
- Review Summer projects
- Review Science Assessment
- Review Math Assessment
- Friday Labs (tentative, agenda item from Spring)
- Meeting/Agenda Protocol Reminders (From Tim and Mike last semester)

From the AC Charge: The HWC Assessment Committee is committed to maintaining a campus culture focused on learning in which faculty, students, and the administration share a common understanding of the meaning, purpose, and utility of assessment. It recognizes that for the faculty to be successful in this endeavor there must be meaningful input from students and strong support from the administration. The HWC Assessment Committee characterizes assessment of student learning as a comprehensive process that is ongoing, systematic, structured, and sustainable.

Fall 2008

The next AC meeting will be Wednesday 9/10/08 from 3-4 pm in room 1034.

Harold Washington College Assessment Committee

Committee Chair – *Anita Kelley, Business/CIS*
Committee Vice Chair – *Mike Heathfield, Applied Science*
Committee Secretary – *Chris Sabino, Mathematics*

Minutes

9-3-08

Members Attending

Margarita Chavez – FL/ESL
Domenico Ferri – Social Science
Michael Heathfield -- Applied Sciences
Todd Heldt – Library
Anita Kelley – Business/CIS
Lynnel Kiely – Social Science
John Kieraldo -- Library
Chao Lu – Mathematics
Liliana Marin – Physical Science
Willard Moody -- English
Farah Movahedzadeh -- Biology
Dave Richardson – Humanities
Chris Sabino – Mathematics
Irene Yashina -- Biology

Advisors and Visitors Attending

Carrie Nepstad – Applied Sciences
Matthew Williams – ESL
Rosie Banks – Office of Instruction

Anita called the meeting to order at 3:03 pm in Room 1032 of Harold Washington College. Anita asked each member introduce him/herself. In particular, AC welcomed new members John Kieraldo (Library), Farah Movahedzadeh (Biology) and Irene Yashina (Biology).

Summer Projects

Anita began by giving praise to those individuals who worked on summer projects. The following projects were discussed: CCSSE (Mike and Anita), Mathematics General Education SLO and assessment (Chao and Chris), SAILS (Todd), CCTST (Matthew and Margarita), Website (Michael). Here are the highlights. (Note that some of the groups are writing reports describing their summer projects.)

CCSSE: Mike and Anita attended a conference in Texas from which they determined that some of the results of the CCSSE might have been affected by over-sampling certain populations. Their recommendation for the 2009 administration of the CCSSE is to take care in attempting to get a clear snapshot of our typical student body and surveying that group.

Math SLO/Assess: Chris and Chao provided the committee with a copy of their proposed general education SLO's as well as the top contenders for assessment tools. Chris suggested that we use both a direct and indirect tool since it has been documented that perceptions and anxiety/confidence levels provide insight into one's ability to effectively do mathematics. In particular, the direct assessment and the SLO's

attempt to address the overarching concept of Quantitative Reasoning.

Later on in the meeting, the committee discussed a timeline for piloting the tool. Chris and Chao said that as long as we choose a tool by week 4 or 5, then we can pilot the assessment Week 12.

SAILS: Todd looked back at SAILS data as well as the tool itself. In particular, he found in his research that other schools might have a more effective tool through NILRC (Network of Illinois Learning Resources in Community Colleges). In addition, Todd spent time writing up the HWC Library assessment plan. He's currently working on measures.

CCTST: Matthew looked back at data from 2003 and 2006. As we know, students showed little change during those years in their critical thinking skills. Matthew submitted a short report to the committee but wants to add to the report. He is interested in examining some of the actual testing logistics, which may explain the results. In particular, he speculates that the students in 2003 and 2006 were at similar stages at HWC and, as such, scored similarly. A more longitudinal study could provide better results. Matthew recommended tracking students in order to ensure that we are assessing those students who are not just beginning students. He will e-mail the report to the committee and welcomes comments and criticism.

Website: Mike explained that the Assessment website is more than halfway complete. It is not currently live but will be reviewed over the next few AC meetings. There are gaps because different members (past and present) house different pieces of information. The website will put all of these pieces in one place. In terms of the logistics of the summer work, Mike was responsible for finding the information for the site while Richard Chen (CIS) handled the technical side of the site (i.e. design, links, etc...)

Friday Labs (FL)

This was a standing agenda item from the last meeting last semester. Rosie gave a brief history, and statement of purpose, of FL. This year FL strives to move into a more interactive workshop format in which participants would do assessment activities and present their results in the spring. They meet on the first Friday of every month. The first meeting is Friday 9/5 from 12-2 in room 1029. The topic will be correlating mission statements to objectives and outcomes. Anita will facilitate Friday's meeting.

Criterion 3 (Carrie)

Carrie gave a quick overview of Criterion 3 of which she is the chair. At this point, those involved with Criterion 3 are gathering evidence to support all of the work that HWC is doing for the purpose of teaching and learning. A challenge that Criterion 3 faces is articulating everything that is being done and doing so in such a way that the information is readable and accessible. Todd mentioned that a database would be great. Carrie mentioned that the LiveText tool would be one that could possibly satisfy this need. Last semester, LiveText was a major item for discussion and a few

departments are in the process of implementing it for department assessment plans and e-portfolios, among other things. Carrie believes that LiveText could be a powerful tool for AC and suggested that AC invite a representative from LiveText to speak to the committee.

Science Assessment (Liliana)

Liliana sent a report on she and Dana Perry's work on the General Education Science Assessment. We are ready to launch the assessment this fall. Keenan's assistant, Johnny Fan, will be responsible for the data analysis while AC will handle the logistics of the administration and the explanation (and inferences) of (from) the data. The assessment is paper and pencil and can, therefore, be taken in classrooms. Thus, there is no need to book rooms, which makes logistics a bit easier to handle. The committee agreed to aim for the administration of the assessment the week of October 20th. The committee will send out an announcement for the assessment soon in order to get instructors to volunteer their sections.

Meeting Logistics/Subcommittees

Mike and Chris reminded the committee of a few of the logistics from last semester. First, we will attempt to allot a given amount of time every week (or every other depending) for subcommittee time in order to make sure subcommittee projects are completed in a timely fashion. The subcommittees thus far this semester are Science Assessment Team (SAT), Math Assessment Team (MAT), Communication (Website) Assessment Team (CAT) and the Humanities Assessment Team (HAT). These names were somewhat jokingly suggested by Chris and others, but for now will suffice.

The other logistic from last semester was about agenda items. Chris has requested that agenda items be sent to him by midnight Tuesday/Wednesday so that he can send out the agenda Wednesday mid-morning.

Chicagoland Informal Assessment Group (CIAG)

Todd and Rosie talked about the August meeting of the CIAG. In particular, they mentioned their wiki site and how AC should post on it. Mike said it would be fine to put a link from the wiki site to the HWC assessment website.

The meeting adjourned at 3:59 p.m.

Minutes Approved at the 9/10 Assessment Committee Meeting Motion to approve proposed by Todd and seconded by Lynnel.

Harold Washington College Assessment Committee

Committee Chair – *Anita Kelley, Business/CIS*
Committee Vice Chair – *Mike Heathfield, Applied Science*
Committee Secretary – *Chris Sabino, Mathematics*

AGENDA

9-10-08

- Subcommittee Assignments
- Website Review
- Alverno College Field Trip
- Subcommittee Time

From the AC Charge: The HWC Assessment Committee is committed to maintaining a campus culture focused on learning in which faculty, students, and the administration share a common understanding of the meaning, purpose, and utility of assessment. It recognizes that for the faculty to be successful in this endeavor there must be meaningful input from students and strong support from the administration. The HWC Assessment Committee characterizes assessment of student learning as a comprehensive process that is ongoing, systematic, structured, and sustainable.

Fall 2008

The next AC meeting will be Wednesday 9/17/08 from 3-4 pm in room 1032.

Harold Washington College Assessment Committee

Committee Chair – *Anita Kelley, Business/CIS*

Committee Vice Chair – *Mike Heathfield, Applied Science*

Committee Secretary – *Chris Sabino, Mathematics*

Minutes

9-10-08

Members Attending

Margarita Chavez – FL/ESL
Domenico Ferri – Social Science
Michael Heathfield -- Applied Sciences
Todd Heldt – Library
Anita Kelley – Business/CIS
Lynnel Kiely – Social Science
John Kieraldo -- Library
Chao Lu – Mathematics
Liliana Marin – Physical Science
Jaime Millan – Physical Science
Farah Movahedzadeh -- Biology
Chris Sabino – Mathematics
Irene Yashina -- Biology

Advisors and Visitors Attending

Keenan Andrews – Research and Planning
John Metoyer – Office of Instruction
Johnny Phan – Research and Planning
Matthew Williams – ESL

Absent

Willard Moody -- English
Dave Richardson – Humanities

Anita called the meeting to order at 3:02 pm in Room 1032 of Harold Washington College. The committee reviewed the meeting minutes from 4/30 and 9/3. The secretary received a few changes prior to the meeting. Assuming those changes, Todd motioned to approve the 4/30 minutes; Liliana seconded. Todd also motioned to approve the 9/3 minutes; Lynnel seconded. Later on in the meeting, Keenan Andrews introduced Johnny Phan, full time representative from the Office of Research and Planning. Johnny will be helping AC with data analysis. He will be an invaluable resource. The committee is very excited to have him on board.

Subcommittee Assignments

The committee has been split into the following subcommittees.

SAT (Science Assessment Team)	HUMAS (Humanities Assessment Team)	COAT (Communications Assessment Team: website, newsletter,...)	MAT (Mathematics Assessment Team)	WAC (Writing Across the Curriculum) [Coming soon]
Anita (floater) Farah Irene Jaime Johnny Liliana Lynnel	Dave Domenico Matt Todd Willard	John K. Mike (floater) Margarita	Chao Chris	Willard

Website Review

The website review will be postponed until a few technical details are fully ironed out. At that point, Mike will present the site to the committee for feedback and suggestions. Anita said that Friday Labs has requested a spot for departmental assessment on the website. Mike has noted that and will work on creating a spot on the site.

NCA Visit

John Metoyer communicated to the committee some details about the NCA visit in the spring. NCA will talk to members of AC in order to see what we're doing, how we're using data, what recommendations we make as a result of assessment data, etc... As such, each member will need to be versed in what has gone on over the past several years. It was recommended that newer members be provided with a copy of the progress report. In addition, Anita and others suggested that we have certain members be point people for particular areas of our work. The committee agreed and efforts will be made to make this happen. Much of this has already been decided by individual's summer projects. (e.g. Mike and Anita worked on CCSSE, Chris and Chao on Math, etc...)

Alverno College Field Trip

Prior to the meeting, Carrie Nepstad e-mailed the committee about a field trip to Alverno College that the FLinT class will be taking on November 6th. She has encouraged members of the committee to attend in that it will be a great opportunity to learn from Alverno College's years of experience. As of yet, no one has committed to the trip, but the committee members will think about it before next week.

Faculty Council Representative

Since Anita teaches during the Faculty Council meeting time, Lynnel has volunteered to represent the Assessment Committee at those meetings.

The committee broke into subcommittees at 3:28.

SAT

The subcommittee will send out an invite for the assessment Thursday and will also announce it at Friday's meeting. In addition, they will send out a paper invitation Monday. Keenan and Johnny will combine the student survey (the one used for the Humanities with some modifications) and the assessment itself into one document. The committee will approve it next week.

We will need 700 students to take the assessment in order to have a statistically significant sample. By October 1st, the subcommittee will decide the classes that will take the assessment and send out a confirmation at that time. In addition, committee time will be devoted to putting the assessment packets together. Also, AC members will be responsible for distributing and collecting the assessments.

MAT

The subcommittee devised a timeline for the next several weeks. They also re-communicated to the committee to review the proposed General Education Math SLO's as well as the proposed assessments.

COAT

The subcommittee talked about logistics for moving forward with the website. In addition, they talked about the next issue of the assessment times.

HUMAS

The subcommittee (old and new members) got up to speed on what had occurred last year, where they're at now, and where they're going in the future. They also talked about the main duties of the subcommittee. They plan on finishing and proofing the report on the Humanities Assessment, closing the loop, and redesigning the tool (possibly automating it for future us).

The meeting adjourned at 4:02 p.m.

Minutes Approved at the 9/17 Assessment Committee Meeting Motion to approve proposed by Liliana and seconded by Chao.
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Harold Washington College Assessment Committee

Committee Chair – *Anita Kelley, Business/CIS*
Committee Vice Chair – *Mike Heathfield, Applied Science*
Committee Secretary – *Chris Sabino, Mathematics*

AGENDA

9-17-08

- Review Minutes 9/10
- Math SLO's
- Feedback for Math tools
- Science Timeline and Assignments
- Review Reports
- Assessment Point People
- Finalize Calendar
- Other Business
- Subcommittee Time

From the AC Charge: The HWC Assessment Committee is committed to maintaining a campus culture focused on learning in which faculty, students, and the administration share a common understanding of the meaning, purpose, and utility of assessment. It recognizes that for the faculty to be successful in this endeavor there must be meaningful input from students and strong support from the administration. The HWC Assessment Committee characterizes assessment of student learning as a comprehensive process that is ongoing, systematic, structured, and sustainable.

Fall 2008

The next AC meeting will be Wednesday 9/24/08 from 3-4 pm in room 1032.

Harold Washington College Assessment Committee

Committee Chair – *Anita Kelley, Business/CIS*

Committee Vice Chair – *Mike Heathfield, Applied Science*

Committee Secretary – *Chris Sabino, Mathematics*

Minutes

9-17-08

Members Attending

Domenico Ferri – Social Science
Michael Heathfield -- Applied Sciences
Todd Heldt – Library
Anita Kelley – Business/CIS
John Kieraldo -- Library
Chao Lu – Mathematics
Liliana Marin – Physical Science
Jaime Millan – Physical Science
Willard Moody -- English
Farah Movahedzadeh – Biology
Dave Richardson – Humanities
Chris Sabino – Mathematics
Matthew Williams – ESL
Irene Yashina -- Biology

Advisors and Visitors Attending

Absent

Margarita Chavez – FL/ESL
Lynnel Kiely – Social Science

Anita called the meeting to order at 3:03 pm in Room 1032 of Harold Washington College. The committee reviewed the meeting minutes 9/10. The secretary received a few changes prior to the meeting. Assuming those changes, Liliana motioned to approve the 9/10 minutes; Chao seconded.

Math SLO's

The committee discussed the proposed math SLO's. Aside from some discussion on the wording, the SLO's were well received especially since they were adapted from Art DiVito's Quantitative Literacy Definitions, objective and outcomes, along with those of MAA and other established universities. Willard motioned to approve the SLO's with slight wording changes; Todd seconded. Early next week, Chris will distribute the SLO's to the Math department to make sure they are acceptable. Assuming this occurs, the committee will be able to review math assessment tools next week and the week after.

Quality Control

Rosie Banks, Vincent Wiggins and Todd Heldt have been discussing measures for quality control in assessments and surveys. This comes at a time when Keenan is limiting access to survey monkey to those surveys/assessments that meet several very appropriate criteria for student rights. This led to a discussion about AC's role in this review process and how involved we should be in helping departments or individuals with their assessments. For the most part, according to our charge, our role is to support departments with an advisory role. This led to a conversation about a proposed

full time assessment position. This will be revisited at another time.

Science Timeline

Liliana e-mailed the committee the proposed timeline and responsibilities. Everyone agreed that the timeline was appropriate, thorough and doable. Next, the committee discussed which students, exactly, should take this assessment. As in the past, the assessment will be administered to General Education students (in particular, students in English 101 and above.). In addition, according to Keenan we need to have at least 700 students take the assessment. As of Wed. 9/17, only 9 sections have been volunteered. This, however, does not include many from AC. In addition, there is still a bit of time and President Wozniak's e-mail invitation and the paper invites only just went out. In addition, SAT will attempt to get an announcement streaming on the computer screen in the foyer. The committee agreed that committee time would be used to prepare envelopes for individual instructor and sort them. This will occur Wednesday 10/1. Lastly, each AC member will keep tabs on their department volunteer numbers informally.

The committee decided to table the discussion about reports, assessment point people, and the calendar until next week or the following week, depending.

The committee broke into subcommittees at 3:47.

SAT

SAT reviewed the proposed schedule and assigned people to complete particular tasks.

MAT

MAT reviewed the revised wording of the Math SLO's and produced a new draft to be distributed to the Math Department next week.

COAT

The subcommittee talked announcing assessment week on the screen in the foyer.

HUMAS

The subcommittee divided up tasks for their report. They have given themselves a timeline 2 weeks.

The meeting adjourned at 4:02 p.m.

Minutes Approved at the 9/24 Assessment Committee Meeting Motion to approve proposed by Chao and seconded by Liliana.
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Harold Washington College Assessment Committee

Committee Chair – *Anita Kelley, Business/CIS*
Committee Vice Chair – *Mike Heathfield, Applied Science*
Committee Secretary – *Chris Sabino, Mathematics*

AGENDA

9-24-08

- Review Minutes 9/17
- Social Science Assessment Plan Review
- Review Math assessments (assuming Math dept. approval of SLO's)
- Review reports
- Assessment point people
- Finalize Assessment calendar
- Subcommittee time

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Fall 2008

The next AC meeting will be Wednesday 10/1/08 from 3-4 pm in room 1032.

Harold Washington College Assessment Committee

Committee Chair – *Anita Kelley, Business/CIS*

Committee Vice Chair – *Mike Heathfield, Applied Science*

Committee Secretary – *Chris Sabino, Mathematics*

Minutes

9-24-08

Members Attending

Margarita Chavez – FL/ESL
Domenico Ferri – Social Science
Michael Heathfield -- Applied Sciences
Todd Heldt – Library
Anita Kelley – Business/CIS
Lynnel Kiely – Social Science
John Kieraldo -- Library
Chao Lu – Mathematics
Liliana Marin – Physical Science
John Metoyer – Office of Instruction
Jaime Millan – Physical Science
Willard Moody -- English
Farah Movahedzadeh – Biology
Johnny Phan – Office of Research & Devel.
Dave Richardson – Humanities
Chris Sabino – Mathematics
Matthew Williams – ESL
Irene Yashina – Biology

Advisors and Visitors Attending

Anita called the meeting to order at 3:03 pm in Room 1032 of Harold Washington College. The committee reviewed the meeting minutes 9/17. Chao motioned to approve the 9/17 minutes; Liliana seconded.

Social Science Departmental Assessment Plan Review

According to Lynnel, the Social Science Department will meet in a week or so to revisit their draft of a Departmental Assessment Plan. When the draft is revised, AC will review it and provide feedback.

Math SLO's and Assessment

Chris and Chao will remind Mathematics faculty to provide feedback for the AC approved General Education Quantitative Reasoning SLO's. Since the Math Department has their department meeting tomorrow, it will be a perfect chance to talk to them about the SLO's as well as the need for them to help in the review process for the proposed Math assessment.

HUMAS

Prior to the meeting, Todd disseminated the first draft of the HUMAS report via e-mail prior to the meeting. The report is incomplete but is in its final stages of completion. At this point, Todd needs the help of AC members to provide citations for various decisions that were made regarding the Humanities Assessment. Mike and Chris, the former and present secretaries, will help in this process. As an aside, the committee talked about housing all of the minutes in one file. The secretary will explore this option. In addition,

due to computer compatibility issues (the secretary uses a mac but many don't) the secretary will store the minutes in both word and pdf format. Anita suggested that it would be helpful to be able to do a search and bring up minutes with particular key words or phrases. This is not possible via pdf's, hence the necessity for word files. In addition, AC members had feedback, which Todd took into account. The hope is that this report will be finished within two weeks.

Assessment Progress Report

After a good deal of discussion, AC decided to remove Item 8 in the draft of the progress report, which called for a full-time Assessment person (non-faculty). Anita had proposed the item but after a convincing argument from Dave and others, Anita and AC agreed to remove the item. We all know that our work on AC is important and a large task. As such, the idea of having a full-time Assessment person is tempting but, in the end, AC agreed that assessment should be faculty driven. Having a full-time Assessment person may infringe upon this. A lot of the good that comes out of the work of AC is to have faculty, for lack of a better term, get their hands dirty and put in some hard work. Also, since Johnny has been assigned to help us with data management and analysis, areas in which we are lacking expertise and capacity, this should help greatly. Also, Anita asked John to follow up on the district outside contractor for data analysis. Chris expressed concern about the expertise of the committee in general. Although there are often opportunities for AC members to attend Assessment conferences, they often require some traveling and possibly missing teaching. Lynnel wondered if we could have an assessment consultant (or expert) to help develop AC's expertise. Johnny agreed that perhaps we could have someone visit HWC to talk about Assessment. John will weigh the options, financially and logistically, and let us know.

Assessment Point People

For the NCA visit in the spring, AC has decided to have point people for each of the assessments that have been given over the past several years. They are:

- CCSSE: Anita
- CCTST: Willard
- Diversity: John (Keenan)
- HUMAS: Dave
- Math: Chris
- SAILS: Todd
- Science: Liliana (Dana)
- Social Science: Lynnel

Note: Those names in parenthesis represent individuals not officially on the committee this semester that will be consulted.

Assessment Calendar

The committee reviewed the draft of the assessment calendar. Nobody had any serious objections nor revisions to the calendar.

Science Assessment

In an effort to get more volunteers, each AC member has been asked to make sure that (s)he is available to answer questions in his/her academic department. This should take away any anxiety from those people debating whether to volunteer their classes.

In addition, AC members are urged to remind members of their departments of the deadline to volunteer classes. Finally, SAT developed a slide for the screen in the foyer. Committee members gave feedback, and the slide should be playing on the screen in the foyer soon.

The meeting adjourned at 4:00 p.m.

Minutes Approved at the 10/1 Assessment Committee Meeting
Motion to approve proposed by Lynnel and seconded by Liliana.

Harold Washington College Assessment Committee

Committee Chair – *Anita Kelley, Business/CIS*
Committee Vice Chair – *Mike Heathfield, Applied Science*
Committee Secretary – *Chris Sabino, Mathematics*

AGENDA

10-1-08

- Review Minutes 9/24
- Review Math assessments Review reports
- Science Assessment Extension of Class Selection
- Other business
- Subcommittee time

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Fall 2008

The next AC meeting will be Wednesday 10/8/08 from 3-4 pm in room 1032.

Harold Washington College Assessment Committee

Committee Chair – *Anita Kelley, Business/CIS*

Committee Vice Chair – *Mike Heathfield, Applied Science*

Committee Secretary – *Chris Sabino, Mathematics*

Minutes

10-1-08

Members Attending

Domenico Ferri – Social Science
Michael Heathfield -- Applied Sciences
Todd Heldt – Library
Anita Kelley – Business/CIS
Lynnel Kiely – Social Science
John Kieraldo -- Library
Chao Lu – Mathematics
Liliana Marin – Physical Science
Jaime Millan – Physical Science
Farah Movahedzadeh – Biology
Johnny Phan – Office of Research & Devel.
Dave Richardson – Humanities
Chris Sabino – Mathematics

Advisors and Visitors Attending

Betty Harris – Social Science

Absent

Margarita Chavez – FL/ESL
John Metoyer – Office of Instruction
Willard Moody – English
Matthew Williams – ESL
Irene Yashina – Biology

Anita called the meeting to order at 3:04 pm in Room 1032 of Harold Washington College. The committee reviewed the meeting minutes from 9/24. Lynnel motioned to approve the 9/24 minutes; Liliana seconded.

Math SLO's and Assessment

Chris and Chao are still in discussion with the Math department about the wording of the definition for General Education Mathematics (i.e Quantitative Reasoning). As soon as the draft is finalized, they will present the proposed assessments to the committee.

Science Assessment

Liliana and Johnny presented the final draft of the Science Assessment.

At that point, the committee broke into two groups. One group worked on sorting the instructor volunteer sheets and figuring out which sections will be chosen to take the assessment based upon schedule and discipline. The other group reviewed the final draft of the Science assessment one last time before it goes to print to make sure everything is acceptable.

By the end of the meeting, the committee was ready to send the assessment to David. Several members worked past conclusion of the meeting to finish choosing sections to

volunteer.

The meeting adjourned at 4:00 p.m.

Minutes Approved at the 10/8 Assessment Committee Meeting
Motion to approve proposed by Chao and seconded by Farah.

Harold Washington College Assessment Committee

Committee Chair – *Anita Kelley, Business/CIS*
Committee Vice Chair – *Mike Heathfield, Applied Science*
Committee Secretary – *Chris Sabino, Mathematics*

AGENDA

10-8-08

- Review Minutes 10/1
- Science Assessment Preparation

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Fall 2008

The next AC meeting will be Wednesday 10/15/08 from 3-4 pm in room 1032.

Harold Washington College Assessment Committee

Committee Chair – *Anita Kelley, Business/CIS*

Committee Vice Chair – *Mike Heathfield, Applied Science*

Committee Secretary – *Chris Sabino, Mathematics*

Minutes

10-8-08

Members Attending

Domenico Ferri – Social Science
Michael Heathfield -- Applied Sciences
Todd Heldt – Library
Anita Kelley – Business/CIS
Lynnel Kiely – Social Science
John Kieraldo -- Library
Chao Lu – Mathematics
Liliana Marin – Physical Science
Jaime Millan – Physical Science
Farah Movahedzadeh – Biology
Johnny Phan – Office of Research & Devel.
Chris Sabino – Mathematics
Irene Yashina – Biology

Advisors and Visitors Attending

Absent

Margarita Chavez – FL/ESL
John Metoyer – Office of Instruction
Willard Moody – English
Dave Richardson – Humanities
Matthew Williams – ESL

Anita called the meeting to order at 3:02 pm in Room 1032 of Harold Washington College. The committee reviewed the meeting minutes from 10/1. Chao motioned to approve the 10/1 minutes; Farah seconded.

The committee's main task was to assemble the Science Assessment Envelopes. As such, the committee worked together to stuff the envelopes, sort them by department and make sure that all information and numbers were correct. The last odds and ends will be taken care of next week.

The meeting adjourned at 4:00 p.m.

Minutes Approved at the 10/15 Assessment Committee Meeting Motion to approve proposed by Todd and seconded by John K.
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Harold Washington College Assessment Committee

Committee Chair – *Anita Kelley, Business/CIS*
Committee Vice Chair – *Mike Heathfield, Applied Science*
Committee Secretary – *Chris Sabino, Mathematics*

AGENDA

10-15-08

- Review Minutes 10/8
- Science Assessment Odds and Ends
- Southeastern University Request for Diversity Tool
- Social Science Assessment Plan
- Quantitative Reasoning Assessment

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Fall 2008

The next AC meeting will be Wednesday 10/22/08 from 3-4 pm in room 1032.

Harold Washington College Assessment Committee

Committee Chair – *Anita Kelley, Business/CIS*

Committee Vice Chair – *Mike Heathfield, Applied Science*

Committee Secretary – *Chris Sabino, Mathematics*

Minutes

10-15-08

Members Attending

Margarita Chavez – FL/ESL
Domenico Ferri – Social Science
Michael Heathfield -- Applied Sciences
Todd Heldt – Library
Anita Kelley – Business/CIS
Lynnel Kiely – Social Science
John Kieraldo -- Library
Chao Lu – Mathematics
Liliana Marin – Physical Science
Jaime Millan – Physical Science
Willard Moody – English
Farah Movahedzadeh – Biology
Chris Sabino – Mathematics
Matthew Williams – ESL
Irene Yashina – Biology

Advisors and Visitors Attending

Cecilia Lopez – Office of Instruction

Absent

John Metoyer – Office of Instruction
Johnny Phan – Office of Research & Devel.
Dave Richardson – Humanities

Anita called the meeting to order at 3:03 pm in Room 1032 of Harold Washington College. The committee reviewed the meeting minutes from 10/8. Todd motioned to approve the 10/8 minutes; John K. seconded.

Science Assessment

The committee's first task was to assemble the remaining Science Assessment Envelopes. As such, the committee worked together to stuff the envelopes, sort them by department and make sure that all information and numbers were correct.

The secretary will send out an e-mail to the faculty members who are administering the assessment. In this e-mail, he will remind faculty of the procedures and logistics. In addition, the committee decided to have faculty give their completed assessments to their department secretaries. At that point, AC members will retrieve the assessments from the department secretaries and bring them to Mike or to Week 10's meeting.

End of the Semester Celebration

Dr. Lopez stopped by the AC meeting to express her praise for our work thus far. In particular she was very proud of the request from Southeastern University (see below) to use our diversity assessment. As such, she has offered to have a celebration at the end of semester. All she needs to know is the date and type of food. After some discussion, AC decided that the celebration would occur on Wednesday Dec. 3rd (Week

15). As for the type of food, the committee decided to have a taste of AC in which the following types of food be included (if possible): Italian, Greek, Thai, and Mexican. This is not set in stone.

Southeastern University (Oklahoma)

Anita shared with the committee that Southeastern University has asked our permission to use the diversity tool we developed. Anita made a motion that we accept their request. Lynnel seconded and the committee agreed unanimously. Mike wondered whether we could ask Southeastern University for feedback, and possibly, their results. The committee felt this would be a good idea.

Math Assessment

Next week, the committee will review the Math assessments that are in contention. In preparation, Chris will resend the assessments along with a checklist for evaluating the assessments to AC. Lynnel suggested that the committee be split into two groups in which each group reviews half of the assessments. Everyone agreed that this was a good idea. The hope is to choose an assessment next week and pilot it with AC during Week 11 or 12. During this logistical discussion, there was a discussion of the Math assessment in general. In particular, AC discussed advantages and disadvantages to multiple choice and open-ended questions. Also, they discussed the ability to modify assessments in order to custom fit them to our students. Chris and Chao told AC that some of the assessments were flexible while they would check into others about their flexibility if we decided to use them.

Other Business

Mike and John K. will meet with John Metoyer about the AC website tomorrow. Anita attended Tuesday's Faculty Council (FC) meeting at which she shared AC's 08/09 Progress Report Draft. FC reacted favorably to the document and praised AC for its hard work and praised the report for its readability.

The meeting adjourned at 3:56 p.m.

Minutes Approved at the 10/22 Assessment Committee Meeting Motion to approve proposed by Liliana and seconded by John K.

Harold Washington College Assessment Committee

Committee Chair – *Anita Kelley, Business/CIS*
Committee Vice Chair – *Mike Heathfield, Applied Science*
Committee Secretary – *Chris Sabino, Mathematics*

AGENDA

10-22-08

- Review Minutes 10/15
- Math (QR) Assessment Review
- Other business

From the AC Charge: The HWC Assessment Committee is committed to maintaining a campus culture focused on learning in which faculty, students, and the administration share a common understanding of the meaning, purpose, and utility of assessment. It recognizes that for the faculty to be successful in this endeavor there must be meaningful input from students and strong support from the administration. The HWC Assessment Committee characterizes assessment of student learning as a comprehensive process that is ongoing, systematic, structured, and sustainable.

Fall 2008

The next AC meeting will be Wednesday 10/29/08 from 3-4 pm in room 1032.

Harold Washington College Assessment Committee

Committee Chair – *Anita Kelley, Business/CIS*
Committee Vice Chair – *Mike Heathfield, Applied Science*
Committee Secretary – *Chris Sabino, Mathematics*

Minutes

10-22-08

Members Attending

Margarita Chavez – FL/ESL
Domenico Ferri – Social Science
Michael Heathfield -- Applied Sciences
Todd Heldt – Library
Anita Kelley – Business/CIS
Lynnel Kiely – Social Science
John Kieraldo -- Library
Chao Lu – Mathematics
Liliana Marin – Physical Science
Jaime Millan – Physical Science
Willard Moody – English
Farah Movahedzadeh – Biology
Chris Sabino – Mathematics
Irene Yashina – Biology

Advisors and Visitors Attending

Absent

John Metoyer – Office of Instruction
Johnny Phan – Office of Research & Devel.
Dave Richardson – Humanities
Matthew Williams – ESL

Anita called the meeting to order at 3:00 pm in Room 1032 of Harold Washington College. The committee reviewed the meeting minutes from 10/15. Liliana motioned to approve the 10/15 minutes; John K. seconded.

Assessment Requests

Earlier in the day, Anita received an e-mail from Triton College expressing interest in our Diversity Assessment tool. Anita shared a draft of a permission letter for the Diversity Assessment tool for Southeastern University and Triton with the committee. This letter is a form letter, which can be used for future requests. In particular, the letter asks that those using our tools reference us as well as provide us with feedback and results.

CCSSE

Anita received an e-mail regarding the 2008/09 CCSSE. In particular, Anita asked the committee to peruse the new supplemental questions in this version of the CCSSE. The committee will review them for next week's meeting.

Update on Assessment Week

Mike has thus far received 16 of the assessment packets. Feedback has been good. Many faculty told Mike that the assessment took students less than 45 minutes. This led to a discussion about the relationship between student effort and time. Next week,

the committee will send out letters thanking those who volunteered their sections. John K. volunteered to send thank you letters to those who volunteered but whose sections weren't chosen.

Quantitative Reasoning (QR) Assessment

Prior to the meeting, Chris sent the committee soft copies of the assessment choices along with a checklist containing criteria for evaluating each assessment. Chris and Chao decided to have a direct and indirect assessment, if possible. The contenders for the direct assessment are from Virginia Commonwealth University, James Madison University, Wesleyan University, and the MAA (Mathematical Association of America). The indirect assessments are from the MAA and Dartmouth College.

The committee split into two groups. Each group reviewed 3 assessments (2 direct and 1 indirect). The committee spent about 30 minutes reviewing the 6 assessment choices. After a great deal of discussion, the committee decided to continue perusing the assessments for next week. In particular, the committee ruled out the assessment from James Madison since it was the only computer based one and the questions were too complicated. In addition, the committee discussed whether the assessment should be multiple choice or open ended. Although nothing was set in stone, the committee is open to the possibility of having both types of questions. In addition, Chris and Chao informed the committee that several of the assessments could be manipulated and revised. In particular, the assessment could very well be a combination of two or more of these assessments thus making it, in a sense, an HWC AC Custom QR Assessment. This, also, is not set in stone. Next week, the committee will attempt to make its final choice so as to be able to pilot it around Week 11 or 12.

The meeting adjourned at 4:03 p.m.

Minutes Approved at the 10/29 Assessment Committee Meeting Motion to approve proposed by Liliana and seconded by John K.

Harold Washington College Assessment Committee

Committee Chair – *Anita Kelley, Business/CIS*
Committee Vice Chair – *Mike Heathfield, Applied Science*
Committee Secretary – *Chris Sabino, Mathematics*

AGENDA

10-29-08

- Review Minutes 10/22
- Science Assessment
- Math (QR) Assessment Review
- New CCSSE Review
- Other Business

From the AC Charge: The HWC Assessment Committee is committed to maintaining a campus culture focused on learning in which faculty, students, and the administration share a common understanding of the meaning, purpose, and utility of assessment. It recognizes that for the faculty to be successful in this endeavor there must be meaningful input from students and strong support from the administration. The HWC Assessment Committee characterizes assessment of student learning as a comprehensive process that is ongoing, systematic, structured, and sustainable.

Fall 2008

The next AC meeting will be Wednesday 11/5/08 from 3-4 pm in room 1032.

Harold Washington College Assessment Committee

Committee Chair – *Anita Kelley, Business/CIS*
Committee Vice Chair – *Mike Heathfield, Applied Science*
Committee Secretary – *Chris Sabino, Mathematics*

Minutes

10-29-08

Members Attending

Margarita Chavez – FL/ESL
Domenico Ferri – Social Science
Michael Heathfield -- Applied Sciences
Anita Kelley – Business/CIS
Lynnel Kiely – Social Science
John Kieraldo -- Library
Chao Lu – Mathematics
Liliana Marin – Physical Science
Willard Moody – English
Farah Movahedzadeh – Biology
Dave Richardson – Humanities
Chris Sabino – Mathematics
Matthew Williams – ESL

Advisors and Visitors Attending

Absent

Todd Heldt – Library
John Metoyer – Office of Instruction
Jaime Millan – Physical Science
Irene Yashina – Biology

Anita called the meeting to order at 3:02 pm in Room 1032 of Harold Washington College. The committee reviewed the meeting minutes from 10/22. Liliana motioned to approve the 10/22 minutes; John K. seconded.

Science Assessment

Mike told the committee that, thus far, we have received 40 out of 52 assessments back from faculty for a total of approximately 760 assessments. This estimate is already at our necessary quota (10%) but we hope to have about 1000 assessments. This will provide us some breathing room in the sense that not all assessments can be considered valid due to a variety of factors. Mike read off the list of faculty whom haven't returned their completed assessments in the hopes that AC members can remind them to do so. Anita and John K. presented form letters thanking those whose classes were chosen and who volunteered but weren't chosen, respectively, to the AC. Mike will decide which one to use. In addition the AC decided to invite everyone who volunteered their sections to the end of the semester Taste of AC party. 41 faculty (several from AC) volunteered their sections.

Taste of AC Party

Willard suggested that in addition to inviting those faculty who volunteered their sections, that we also invite administrators and other supporters of AC. The AC agreed. As for the food, the AC wants the menu to be a mix of Italian, Thai, Mexican, Greek and

Mediterranean. Anita and Margharita will check the list of approved vendors and cross-reference this with those places that deliver to HWC.

AC Newsletter

Mike and John K. are hoping to put out the AC newsletter before the end of the semester. Tentatively, it will include the following topics:

- Humanities Assessment Results
- Science Assessment (initial stats, thanks to volunteers)
- HUMAS (and other AC) presentations
- Request for use of our Diversity tool at Southeastern and Triton
- Our updated calendar

Mike will send an e-mail out to AC requesting individuals to write about one or more of these items.

CCSSE

Anita received feedback from some AC members about the new items in the 2008/09 CCSSE. She is still waiting on feedback from others. As soon as she receives it, she'll let the AC know.

Math Assessment

As of now, the AC is still deciding what the Quantitative Reasoning Assessment will be. This semester, there will be a pilot within the committee. Next semester, there will be a pilot with students (since we're doing the CCSSE next semester, it would be too demanding to ask instructors for two classes for assessments.). In the fall of 2009, assuming all goes well with the pilot, we will go full scale.

After this, there was a long discussion about the assessment itself. At this point, the AC is still deciding the format of the assessment. At the least, it will contain an indirect and direct portion. The AC is determining whether the assessment should consist of multiple choice questions, open-ended questions, or a combination of the two. Chris and Chao like the MAA indirect assessment and the VCU direct assessment as well as some of the questions from the Wesleyan direct assessment. It seems as though the assessment will be a custom-made assessment sampling from some existing assessments. Chris reiterated that the difficulty here, similar to that of the Science assessment, is that the General education math path is varied. A student could take Math 118(Gen. Ed), 121/122 (Math for Elementary teachers), 125 (Stats), or 140 (College Algebra), and above. Lynnel suggested including more general quantitative reasoning questions at the start of the assessment and then asking questions related to each path toward the end of the assessment. This would allow the AC to analyze the relationship between course path and success on these questions. The committee acknowledged this suggestion but nothing is set in stone. As for the actual creation of this custom tool, the MAA is public domain and we have full permission to use the VCU. If need be, Chris will check with Wesleyan about using some of their questions. This will be revisited next week.

In addition, Chris expressed some concerns about the sample size. Around 85% of HWC students (need to check this number) place into developmental mathematics. These students cannot be included in our sample since we are attempting to measure the general education math outcomes. Developmental courses are not within the

purview of general education. Thus we would be looking for a 10% sample of the remaining 15% of students. Chris wondered how we could most effectively administer this to capture this population. Domenico and Dave had some suggestions such as doing as we've always done but, perhaps, not administering the assessments to math classes. Also, Dave helped to reconcile the small sample size numbers by saying that as long as we have a representative sample of our total population, then the assessment will still be valid.

The discussion continued when Willard asked about comparability across colleges. In particular, he wondered who else was using MAA and whether our results would be able to be put into a national context. Dave and Chris said that as long as the assessment adequately measures our SLO's, we needn't worry about the national context (at least not yet). For instance, the Humanities assessment was our creation and measures our SLO's but cannot be used for national comparison until others adapt it. Chris and Chao shared that they had difficulty finding what other schools were doing in terms of their Quantitative Reasoning Assessment. Farah will check what the New York community colleges are using. Lynnel suggested that we search on the National community college or American Association of Community college websites.

The meeting adjourned at 4:00 p.m.

Minutes Approved at the 11/5 Assessment Committee Meeting Motion to approve proposed by Irene and seconded by Farah.

Harold Washington College Assessment Committee

Committee Chair – *Anita Kelley, Business/CIS*
Committee Vice Chair – *Mike Heathfield, Applied Science*
Committee Secretary – *Chris Sabino, Mathematics*

AGENDA

11-5-08

- Review Minutes 10/29
- Science Assessment
- Math (QR) Assessment Review
- Assessment Times
- CCFSSSE (Community College Faculty Survey of Student Engagement)
- Other Business

From the AC Charge: The HWC Assessment Committee is committed to maintaining a campus culture focused on learning in which faculty, students, and the administration share a common understanding of the meaning, purpose, and utility of assessment. It recognizes that for the faculty to be successful in this endeavor there must be meaningful input from students and strong support from the administration. The HWC Assessment Committee characterizes assessment of student learning as a comprehensive process that is ongoing, systematic, structured, and sustainable.

Fall 2008

The next AC meeting will be Wednesday 11/12/08 from 3-4 pm in room 1032.

Harold Washington College Assessment Committee

Committee Chair – *Anita Kelley, Business/CIS*

Committee Vice Chair – *Mike Heathfield, Applied Science*

Committee Secretary – *Chris Sabino, Mathematics*

Minutes

11-5-08

Members Attending

Margarita Chavez – FL/ESL
Michael Heathfield -- Applied Sciences
Todd Heldt – Library
Anita Kelley – Business/CIS
Chao Lu – Mathematics
Liliana Marin – Physical Science
Jaime Millan – Physical Science
Willard Moody – English
Farah Movahedzadeh – Biology
Dave Richardson – Humanities
Chris Sabino – Mathematics
Matthew Williams – ESL
Irene Yashina – Biology

Advisors and Visitors Attending

George Bickford – Office of Instruction

Absent

Domenico Ferri – Social Science
Lynnel Kiely – Social Science
John Kieraldo -- Library
John Metoyer – Office of Instruction

Anita called the meeting to order at 3:01 pm in Room 1032 of Harold Washington College. Prior to the meeting, Domenico sent his apologies for his absence. The committee reviewed the meeting minutes from 10/29. Irene motioned to approve the 10/29 minutes; Farah seconded.

Science Assessment Update

Mike distributed the stats thus far from the Science Assessment. As of this meeting, Mike had received 881 returned surveys, which is over 10% (the goal). The AC congratulated the Science Assessment team (SAT) and gave them a round of applause for all of their hard work.

Todd showed the committee the 3 types of thank you letters that John K. created to be given to faculty members who volunteered their sections. The letter will be distributed in the next few days.

Liliana checked with Dana for an answer key for the EBAPS (our science assessment). Technically, there are no correct answers but there are 'ideal' answers (i.e. answers that demonstrate that a student demonstrates some proficiency in our Gen. Ed. Science SLO's). In fact, this distinction between answer choices is embedded in an excel file that was provided by the creator of the EBAP along with formulas for calculating various statistics. Therefore, in order to analyze the data, we (or someone from Keenan's

office) needs to input the data, count the responses of each type and use the spreadsheet provided, among other things. Mike wondered if we could aim to analyze and interpret the data by spring 2008. The committee agreed that this was a good idea, but in order for it to happen, AC needs to run the data this fall and analyze/interpret it in the spring. Anita will check the amount of time needed to actually run and input the data. Given the fact that there are close to 1000 surveys, 4 pages each, this could take some time and, thus, require a lot of outside work for members of AC. This may be something that would require a special assignment. Anita will check these details before next week's meeting.

Miscellaneous Discussion: AC and Friday Labs (FL)

Farah inquired about the intermingling between AC and Friday Labs. Todd told her that he would be presenting this Friday at the FL meeting. Farah wondered how we collaborate with FL. Anita and others responded by saying that though there is no official collaboration, we serve similar needs. Friday Labs is in place to help departments establish or refine their assessment plans whereas AC may act as a consultant for a department's assessment plans.

Irene asked about the actual presentations at FL. In particular, she wondered if the results of the Science Assessment would be something that would occur at FL and elsewhere at HWC. Todd and others said yes and reiterated that it's all about closing the loop. After an assessment, AC strives to communicate the data and analysis with the HWC community in a variety of ways. This is an area that we are continually thinking about and often attempting to make more effective. Long story short, AC knows FL's schedule and FL knows that AC is here as well.

Math Assessment

The committee agreed to have Chris and Chao write a draft of a hybrid (indirect and direct) math assessment drawing from MAA, VCU and JMU. They will work on those over the next few weeks and present it to the committee when they are done. They will keep it short and make sure it adequately addresses the SLO's without overkill.

CCSSE and CCFSSSE

Anita handed out the abridged results of the last administration of the CCSSE and CCFSSSE. A fairly long discussion ensued about the utility of the CCFSSSE given the \$900 cost and the fact that not much was done with the CCFSSSE (according to the AC members present). George Bickford communicated that there is a 25-30% turnover for new faculty. As of now, there is no measure of faculty (or staff for that matter) satisfaction and/or happiness. The discussion centered on whether it would be worth our while (HWC and AC) to administer the CCFSSSE. The community was somewhat split on this with AC members giving justifications to both sides. In the end, we decided to table the discussion until next week when we will be able to review the full CCFSSSE. At the crux of the matter is the discussion between focusing on disseminating the data versus re-administering and comparing data.

SAILS

A few weeks ago, Anita e-mailed AC concerning SAILS. She asked the committee to look at this before next week's meeting. Currently, SAILS is not on the calendar. It was last administered in 2005. In particular, Anita wants to review the information literacy section in order to determine when we want to readminister.

Discussion

The previous two items led to a much larger, more logistically philosophical or philosophically logistical, if you will, discussion about assessment in general. Todd wondered if there was a way for us to embed our assessment into specific course curricula. In particular, can these assessments fit in better with coursework so as to resolve the following issue? Mike, Chris and others brought up the point that it seems that the new calendar has us, every semester, has us administering an assessment and, thus, generating more data. If this data goes unused or is not disseminated in a far-reaching way, or is not taken into consideration and thus into the classroom, all we're doing is "spinning our wheels" (secretary's term). Also, the process takes a long time. The 'learning loop' should be quicker in a sense that these assessments are supposed to have an impact on teaching and learning. Mike remarked that we are, through these assessments, engaged in developing our expertise. As such, AC needs to make sure that assessment is taken as a process and not just a means of generating data.

Lastly, the committee returned to the idea of embedded assessments as well as assessing only those students taking courses that fit into categories, which the assessment is measuring. For instance, instead of giving the Humanities assessment to all students, should we only administer it to those students currently enrolled in humanities courses? The issue here is the need for control groups versus the need for assessment that measures what we're setting out to measure. Mike maintained that the status quo does provide a snapshot. Whether or not this snapshot is as clear as it can be will be addressed. This will be revisited next week under the category, Assessment Protocol. These are the conversations, which will, in a sense, help AC assess AC.

The meeting adjourned at 4:02 p.m.

Minutes Approved at the 11/12/08 Assessment Committee Meeting
Motion to approve proposed by John K. and seconded by Chao.

Harold Washington College Assessment Committee

Committee Chair – *Anita Kelley, Business/CIS*
Committee Vice Chair – *Mike Heathfield, Applied Science*
Committee Secretary – *Chris Sabino, Mathematics*

AGENDA

11-12-08

- Review Minutes 11/5
- Science Assessment
- Feedback on Conferences
- Assessment Times
- CCFSSSE (Community College Faculty Survey of Student Engagement)
- Loyola Assessment Speaker
- Assessment Protocol

From the AC Charge: The HWC Assessment Committee is committed to maintaining a campus culture focused on learning in which faculty, students, and the administration share a common understanding of the meaning, purpose, and utility of assessment. It recognizes that for the faculty to be successful in this endeavor there must be meaningful input from students and strong support from the administration. The HWC Assessment Committee characterizes assessment of student learning as a comprehensive process that is ongoing, systematic, structured, and sustainable.

Fall 2008

The next AC meeting will be Wednesday 11/19/08 from 3-4 pm in room 1032.

Harold Washington College Assessment Committee

Committee Chair – *Anita Kelley, Business/CIS*

Committee Vice Chair – *Mike Heathfield, Applied Science*

Committee Secretary – *Chris Sabino, Mathematics*

Minutes

11-12-08

Members Attending

Margarita Chavez – FL/ESL
Michael Heathfield -- Applied Sciences
Todd Heldt – Library
Lynnel Kiely – Social Science
John Kieraldo -- Library
Chao Lu – Mathematics
Liliana Marin – Physical Science
John Metoyer – Office of Instruction
Jaime Millan – Physical Science
Willard Moody – English
Farah Movahedzadeh – Biology
Dave Richardson – Humanities
Chris Sabino – Mathematics
Matthew Williams – ESL
Irene Yashina – Biology

Advisors and Visitors Attending

Absent

Domenico Ferri – Social Science
Anita Kelley – Business/CIS

Mike called the meeting to order at 3:01 pm in Room 1032 of Harold Washington College. Prior to the meeting, Anita sent her apologies for her absence due to Committee A obligation. Mike chaired in Anita's stead. The committee reviewed the meeting minutes from 11/5. John K. motioned to approve the 11/5 minutes; Chao seconded.

Science Assessment Update

Since last week, the remaining assessments have not come in. Anita checked on the amount of time it will take to scan the surveys. Her estimate was 5 minutes per survey. Therefore, it will take about 75 hours. John M. let AC know that Keenan has someone on her staff that may be able to do this. Mike will check on this.

Feedback from Conferences

Todd relayed to the committee that his presentation at Friday Labs was very well received. In addition Carrie Nepstad and Dr. Lopez presented at an assessment conference in Dallas that was also very well received. Todd, Carrie and Amanda Loos presented at the IUPUI assessment institute, which was, again, very well received. In particular, there was a good question and answer following the presentation. Overall, the HWC AC has been getting very good feedback.

Humanities Assessment Report

Todd let the AC know that the Humanities Assessment Report is nearly completed.

HUMAS is just waiting on some numbers from district. As soon as it is complete, he will ask the committee to review it. In addition, once the report is in AC's hands, we'll talk about ways to disseminate the information.

Assessment Times

Mike told the committee that John K. has been instrumental in developing the Assessment Times. In particular, the assessment times will contain the following items:

- Science Assessment Week
- Conference Presentations
- A recruitment piece
- Summary of Humanities findings
- Next year's calendar
- Requests for our assessments (Southwestern U. and Triton)

CCFSSE

After a long discussion, the AC decided to go ahead and administer the CCFSSE along with the CCSSE in the spring contingent upon our usage of the results. Todd and others asked how our pedagogy had been affected by the last administration of the CCFSSE. This led to a discussion of the assessment cycle and disseminating our results effectively in order to encourage a look at pedagogy. Mike will ask Anita to check on when we can give the CCFSEE. AC thinks the beginning of spring semester will be best since faculty will be more 'energized'.

Loyola Speaker

AC received an e-mail from a faculty member at Loyola asking if we could have someone speak about assessment at her campus on January 7th. Adriana Tapanes volunteered. AC will follow up later. AC members are encouraged to attend.

Assessment Protocol

Chris wanted to continue the discussion from last week about the efficacy of our efforts. In particular, he wanted AC to examine and be critical of our efforts. A lively discussion ensued in which a variety of people validated much of what AC has done over the past several years. They indicated that specific departments have used assessment information, and our efforts have caused change. Lynnel brought up the point that we are only scraping the surface in terms of what we're doing and now that we're assessing subject areas, our results may resound more with faculty (especially in those particular disciplines). John M. reminded AC that the goal is to promote a culture of assessment. Mike, in response to some of Chris's comments, said that though we have done a lot, we have not always been recording this information as systematically as we could. In particular, we are always looking for other formats to share what we've done. Dave made the point that we're still establishing baseline information and that things will become clearer once we can compare present and past results. The process is cyclical and over time our knowledge of assessment logistics will increase.

The meeting adjourned at 3:53 p.m.

Harold Washington College Assessment Committee

Committee Chair – *Anita Kelley, Business/CIS*
Committee Vice Chair – *Mike Heathfield, Applied Science*
Committee Secretary – *Chris Sabino, Mathematics*

AGENDA

11-19-08

- Review Minutes 11/12
- Assessment Times
- Board Report/ President's Newsletter
- Other Business

From the AC Charge: The HWC Assessment Committee is committed to maintaining a campus culture focused on learning in which faculty, students, and the administration share a common understanding of the meaning, purpose, and utility of assessment. It recognizes that for the faculty to be successful in this endeavor there must be meaningful input from students and strong support from the administration. The HWC Assessment Committee characterizes assessment of student learning as a comprehensive process that is ongoing, systematic, structured, and sustainable.

Fall 2008

The next AC meeting will be Wednesday 11/26/08 from 3-4 pm in room 1032.

Harold Washington College Assessment Committee

Committee Chair – *Anita Kelley, Business/CIS*
Committee Vice Chair – *Mike Heathfield, Applied Science*
Committee Secretary – *Chris Sabino, Mathematics*

Minutes

11-19-08

Members Attending

Michael Heathfield -- Applied Sciences
Todd Heldt – Library
Anita Kelley – Business/CIS
Lynnel Kiely – Social Science
John Kieraldo -- Library
Chao Lu – Mathematics
Liliana Marin – Physical Science
John Metoyer – Office of Instruction
Dave Richardson – Humanities
Chris Sabino – Mathematics
Matthew Williams – ESL

Advisors and Visitors Attending

Absent

Margarita Chavez – FL/ESL
Domenico Ferri – Social Science
Jaime Millan – Physical Science
Willard Moody – English
Farah Movahedzadeh – Biology
Irene Yashina – Biology

Anita called the meeting to order at 3:03 pm in Room 1032 of Harold Washington College. Prior to the meeting, Domenico and Irene sent their apologies for their absence. The committee reviewed the meeting minutes from 11/12 and made one minor change. Liliana motioned to approve the 11/12 minutes; Chao seconded.

Assessment Times

Mike led the AC in thanking John K. for all of his hard work in putting together the Assessment Times. The AC gave him a round of applause. John K. handed out the draft to AC to peruse. The AC talked about proposed changes. Lynnel pointed out a few minor corrections. Otherwise, the AC felt that the newsletter was great.

Sampling

The AC talked about sampling and using demographic information from previous semesters to determine which students are sampled the following semester. This led to a discussion about random sampling in general, and our past, present and future practices.

Meeting 11/26

The AC decided not to have a meeting on 11/26 because of the holiday. Our next meeting will be on 12/3.

Board Report/President's Newsletter

Mike asked the committee whether we should share some of the significant accomplishments that the AC has had this semester (i.e. sharing our assessments with other schools) with the HWC community beyond the Assessment Times. In particular, he wondered whether we should write a blurb for the President's Newsletter and/or the Board Report. The AC thought this was a good idea. Mike will write the blurb.

Other business

Dave wrote a report describing what the AC has done since the interim report. The AC wondered whether this would be useful to circulate. Part of it is included in the NCA documents but it is split. In particular, the report is a record of what we've been doing. This came as a reaction to our conversation a few weeks ago about assessment protocol. This led to the question of whether or not the 07/08 Progress Report was ever finalized. Anita and Mike will check this before the next meeting. Regardless, the two documents (Dave's and the Progress Report) could be combined. Before next meeting, Dave will send his paper to the AC. Also, the executive committee needs to meet to plan the next few weeks as well as the start of next semester.

In addition, since the website is nearly up and running, we could post these documents on the website. In fact, anyone wishing to post on the AC website should send the postings to Mike.

Lastly, Mike and Anita will check in about the 75 hours for the Science assessment.

The meeting adjourned at 3:40 p.m.

Minutes Approved at the 12/3 Assessment Committee Meeting Motion to approve proposed by Liliانا and seconded by John K.
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Harold Washington College Assessment Committee

Committee Chair – *Anita Kelley, Business/CIS*
Committee Vice Chair – *Mike Heathfield, Applied Science*
Committee Secretary – *Chris Sabino, Mathematics*

AGENDA

12-3-08

- Review Minutes 11/19
- Update of Science Assessment
- Review Information Literacy Report and Recommendation
- Finalize Assessment Party Menu
- Draft of General Education Math Assessment
- Other Business

From the AC Charge: The HWC Assessment Committee is committed to maintaining a campus culture focused on learning in which faculty, students, and the administration share a common understanding of the meaning, purpose, and utility of assessment. It recognizes that for the faculty to be successful in this endeavor there must be meaningful input from students and strong support from the administration. The HWC Assessment Committee characterizes assessment of student learning as a comprehensive process that is ongoing, systematic, structured, and sustainable.

Fall 2008

The next AC meeting will be Wednesday 12/10/08 from 3-4 pm in room 1032.

Harold Washington College Assessment Committee

Committee Chair – *Anita Kelley, Business/CIS*

Committee Vice Chair – *Mike Heathfield, Applied Science*

Committee Secretary – *Chris Sabino, Mathematics*

Minutes

12-3-08

Members Attending

Domenico Ferri – Social Science
Michael Heathfield -- Applied Sciences
Todd Heldt – Library
Anita Kelley – Business/CIS
John Kieraldo -- Library
Liliana Marin – Physical Science
John Metoyer – Office of Instruction
Jaime Millan – Physical Science
Dave Richardson – Humanities
Chris Sabino – Mathematics
Matthew Williams – ESL
Irene Yashina – Biology

Advisors and Visitors Attending

Absent

Margarita Chavez – FL/ESL
Lynnel Kiely – Social Science
Chao Lu – Mathematics
Willard Moody – English
Farah Movahedzadeh – Biology

Anita called the meeting to order at 3:04 pm in Room 1032 of Harold Washington College. Prior to the meeting, Chao Lu sent her apologies for her absence. The committee reviewed the meeting minutes from 11/19 and made one minor change. Liliana motioned to approve the 11/19 minutes; John K. seconded.

Science Assessment

Anita talked to Keenan about the timing for the running of the Science Assessment numbers. AC will not get the results until February. Given this information, the AC will plan to do analysis of the data during the spring semester.

SAILS Report

Anita distributed the reports by Sherry Ledbetter and other members of the Library Department (i.e. Todd and John K.) about SAILS. In particular, the report states that SAILS may not be the right tool for HWC, or any urban community college for that matter. As such, the report recommends that we explore the use of NILRC (The Network of Learning and Resources in Community College). In general, Todd said that the Library staff felt better about NILRC than SAILS. Todd and/or John K. will send Chris the NILRC tool to send to the AC. Also, Todd mentioned that even though HWC students' performance on SAILS was comparable to that of other students nationwide, this fact doesn't indicate that the goals for Information Literacy are being fully met. In fact, nationally the results weren't that impressive.

CHEA

Dr. Lopez would like HWC to apply for the CHEA (Council for Higher Education Accreditation) Award for Institutional Progress in Student Learning Outcomes. The committee briefly discussed what entity would be best suited to apply. Several committee members mentioned Child Development as well as the Humanities assessment. Nothing was set in stone. Anita told AC that we need to work out the details early next semester. In addition, Anita shared the information with John M. for the purpose of sharing the information with Rosie, so that she can share the information with Friday Labs.

Agenda Item for 1st AC Meeting of 2009 (1/28/2009)

Mike suggested that we redistribute subcommittees at the 1st AC meeting of 2009 which will be Wednesday 1/28/2009 in Room TBA. Everyone agreed.

Southeastern University

AC has gotten word from SU that they have our diversity and are moving ahead. They have agreed to send us their results and feedback.

Assessment Times

The feedback across campus for the Assessment Times has been fantastic. The AC took this opportunity to again thank John K., Mike and other contributors for their hard work.

Humanities Report

HUMAS has received a great deal of feedback for the Humanities Report. In particular, their task now as a result of the feedback is to make sure that the statistics are relevant and correct. This will require the help of a statistician. Since AC has no practicing statistician and Johnny is no longer with the Office of Research and Planning, HUMAS needs an expert. Chris, Mike and others volunteered to ask around and see if they can find someone with the proper expertise.

Self Study

Anita handed out the portion of the Self Study draft that mentions AC. The committee perused it and clarified a few things. Anita asked AC to continue to review the document before Friday.

Assessment Party

The Taste of Assessment will occur next Wednesday 12/10 in Room TBA. Anita asked for volunteers to help her place orders for food.

Math Assessment

Chris presented the committee with a draft of the General Education Math Assessment. The committee perused the assessment. In particular, Chris asked the committee to decide which of the indirect assessment questions they felt were best (The indirect portion is drawn from two different indirect assessment: MAA and Dartmouth). The AC discussed the assessment and Chris answered questions. Chris hopes to create an amalgamation of the indirect assessments before next week for the committee to peruse. In addition, Mike, Domenico and others asked about how the questions

assessed the particular SLO's. Chris said that the direct were very clear assessment of particular SLO's but that some of the indirect were, well, indirect. However, there is data from administrations of the indirect assessments. Chris will attempt to find some of this data and see how the questions pertain to particular SLO's.

The meeting adjourned at 4:01 p.m.

Minutes Approved at the ***** Assessment Committee Meeting
Motion to approve proposed by ***** and seconded by *****.