

Harold Washington College
Assessment Committee

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

AGENDA

1-23-08

- I. Review schedule
- II. Review charge
- III. Review role (i.e. interaction with departments, Friday Labs):
Synthesis and Integration
- IV. Subcommittee Reassignments

The next AC meeting will be Wednesday 1-30-08 from 3-4pm in room 1034

Harold Washington College
Assessment Committee

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

Minutes

1-23-08

Members Attending

Tim Donahue – English, Speech & Theater
Michael Heathfield - Applied Sciences
Todd Heldt – Library
Anita Kelley – Business
Liliana Marin - Physical Science
Carrie Nepstad – Applied Sciences
Dana Perry – Physical Science

Advisors & Visitors Attending

Tom Higgins, Faculty Council
Matthew Williams, ESL Guest

Absent

Domenico Ferri – Social Science
Chao Lu – Mathematics
Dave Richardson – Humanities
Chris Sabino – Mathematics

Mike called the meeting to order at 3:06 pm in Room 1034 of Harold Washington College due to Anita's lost voice. Chris and Chao sent their apologies for their absence.

New Faculty Council Representative: Tom Higgins

The committee welcomed Tom Higgins as the new Faculty Council Representative.

Discussion of Schedule, Upcoming assessments and general education objectives

Upon reviewing the schedule, the committee realized that we missed our marks for 2007, namely creating and implementing the math and science assessment.

Liliana and Dana explained that we need committee members to meet weekly to work on the science assessment. These meetings should also involve the department chair. In addition, this science assessment could also assess Social Science since it, too, implements the scientific method. This would mean that Social Science, Physical Science and Biology would be assessed by this assessment.

Tom shared that in-house tools are difficult to develop and wondered whether the Humanities assessment had been validated in measuring what we actually want to measure. Also, is it quantitatively accurate? He suggested we find an external tool.

Liliana and Dana looked at Math and Science tools, but they did not match our Gen. Ed. objectives. It is clear that we need a tool that measures our objectives. Also, Liliana and Dana discussed the ACT CAP with Cheryl Diaz. The trouble is that the test uses complex language and the testing time is inadequate. Both factors make the test inappropriate for our students. Our next step will be to seek out science educators from IIT and UIC. With reference to this assessment, we need it to be valid, reliable and qualitatively reliable over time. This is what will matter for posterity and NCA. In light of all of this, Dana expressed her concern about science this semester.

As for math, Tom wondered if we could use the COMPASS test (the current placement tool and exit exam for developmental math) for math. We will get input from the Math department. It was suggested that we attempt to carry out the Math assessment Spring 2008 and combine Science and Social Science in Fall 2008. This is not set in stone and will be revisited soon.

Humanities Assessment Results

HUMAS will meet with Keenan on Feb. 14 to discuss the results of the assessment. Tim, Amanda and Todd will present Waubensee. Also, HUMAS will create a brochure for faculty to disseminate the information. A weakness that can be taken as an opportunity is distribution and usage of data.

5K Grant

Tim, Todd, Anita, Keenan and Leslie will review the 3 proposals from faculty from the RFP during assessment week. They will meet Jan. 31 and have decisions made by Feb. 1.

Evidence and Change and our charge

It was agreed that there must be more interaction between the AC and departments. Also, there should be greater contact between AC and CAST. In fact, it was suggested that there be a liaison between the groups. This shouldn't be a problem given that there is an overlap in membership.

In addition, we need to communicate with Barrington and Rosie with respect to Friday Labs and see what progress has been made in departmental assessment.

We will attempt to reword 4d of the charge in coming weeks to better reflect our current work.

Miscellaneous

At this point, we are lacking representation from Biology and Art. In addition, we could use another member from Soc. Science and CIS/Business.

There are several conferences coming up this spring in addition to Waubensee. The committee is in the process of deciding which members will attend (or present) at which conference. There is some money available for these conferences through the Vice President's office.

The meeting adjourned at 4:05 p.m.

**Minutes Approved at the 1/30/2008 Assessment Committee Meeting.
Motion to approve proposed by Mike and seconded by Chao.**

Harold Washington College
Assessment Committee

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

AGENDA

1-30-08

- I. Review and approve 1/23 minutes
- II. Review meeting strategy and logistics
- III. Subcommittee Time

The next AC meeting will be Wednesday 2-6-08 from 3-4pm in room 1034

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

Minutes

1-30-08

Members Attending

Tim Donahue – English, Speech & Theater
Domenico Ferri – Social Science
Michael Heathfield - Applied Sciences
Todd Heldt – Library
Anita Kelley – Business
Chao Lu – Mathematics
Liliana Marin - Physical Science
Carrie Nepstad – Applied Sciences
Dana Perry – Physical Science
Dave Richardson – Humanities
Chris Sabino – Mathematics

Advisors & Visitors Attending

Tom Higgins, Faculty Council

Absent

Anita called the meeting to order at 3:00 pm in Room 1031 of Harold Washington College. The minutes were reviewed and a few minor changes were given to the secretary. Mike motioned to accept the minutes with the changes; Chao seconded.

Meeting strategy and Logistics

Mike shared his idea about meeting time and logistics. He suggested we meet weekly, as usual, but devote every other week purely to subcommittee time. This will give subcommittees a chance to be more productive. In addition, Mike provided the committee with a form with which each subcommittee can take attendance, relay the subject/content of their meeting, and share decisions and an action plan with a space allotted for the who and when of these plans. This format will ensure a better, more focused use of our time.

Overall, the committee loved the idea. Anita suggested we start at today's meeting. Todd motioned to accept Mike's proposal; Carrie seconded. The committee unanimously approved the decision.

Subcommittees

As a result of the conversation following the approval of the new meeting format, a new subcommittee was created, MAC (Meta-Assessment Committee). The focus of this committee will be to assess and evaluate assessment committee work (an internal affairs of sorts). The committee will review the charge, see how resources are managed, and make recommendations to departments or

administration. In essence, the subcommittee will review where we are (i.e. calendar, charge, etc...), examine ways to increase our capacities and marketing efforts, and provide an overall status check of the committee.

Thus, the subcommittees for this semester are HUMAS (Humanities Assessment Committee), GEMS (General Education Math and Science Committee) and the aforementioned MAC giving us an array of easy to remember acronyms (all created and tacitly agreed upon by the committee).

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

GEMS (Chao, Chris, Dana, Liliana)

The committee discussed at length the timeline for the Math and Science assessments. Given the discussion of last week's meeting, the committee decided it was very important to find an external tool. This was proving difficult, however, since General Education Science consists of multiple scientific disciplines. Likewise, General Education Math also consists of a variety of paths that a student can take. At this point, Dave chimed in and helped us realize that our assessment could be for the affective domain with respect to perceptions of Science, Math and possibly Social Science. There are several known tools for this. Dana will continue researching these tools for next week. In addition, it was decided that the main short-term goals of the committee are to find this assessment (at least for Science) and to work on the Math General Education objectives and outcomes.

HUMAS (Dave, Tim, Todd, Willard)

The committee discussed and approved a proposal for the presentation at the Wabunsee Community College Assessment fair. Tim will submit the proposal immediately following this meeting.

In addition, the committee brainstormed about how to share information from the Humanities assessment with faculty. Some of their ideas were as follows.

- Visit department meetings
- Have a brown bag lunch in collaboration with CAST
- Present during Faculty Development Week
- Create a written document to be included in faculty mailboxes
- Organize assessment weekend retreats

Lastly, the committee is eagerly awaiting data from Keenan so as to begin the analysis process.

MAC (Anita, Carrie, Mike, Tom)

The committee discussed closing the assessment loop. In this, questions were raised about the purpose of assessment, the "assessors" (those giving/creating the assessments) and the quantity of assessments (i.e. quality over quantity, less is more, better assessment, not more). The committee also talked about SLO's for the sciences (physical, applied, and social). In particular, how do they view common General Education outcomes? Should another committee be formed to address this question or should it be under the purview of an existing committee.

It was suggested that Carrie could use her Criterion 3 role to bring these people together. The subcommittee has the following plans.

1. Criterion 3

- Carrie will check on the date for such an event.

2. Administration's Role in Assessment Committee (Anita)

3. A Needs Analysis (Mike)

- Proposal resources
- Research assistant
- Release time

4. Chairs Meeting Agenda (The AC)

- This will occur in February.

5. Collaboration with other groups (Anita, Carrie, Tom)

- Check with Jennifer Armandarez/CAST about working together
- Talk to representatives from the union, Faculty council, etc... about communication and interaction.

The meeting adjourned at 4:01 p.m.

**Minutes Approved at the 2/6/08 Assessment Committee Meeting.
Motion to approve proposed by Todd and seconded by Mike.**

Harold Washington College
Assessment Committee

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

AGENDA

2-6-08

- I. Review and approve minutes from 1/30
- II. Review MAC report
- III. Review HUMAS Conference Proposal
- IV. Subcommittee time

The next AC meeting will be Wednesday 2-13-08 from 3-4pm in room 1034

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

Minutes

2-6-08

Members Attending

Tim Donahue – English, Speech & Theater
Barrington Edwards – Office of Instruction
Michael Heathfield - Applied Sciences
Todd Heldt – Library
Anita Kelley – Business
Liliana Marin - Physical Science
Willard Moddy – English, Speech & Theater
Carrie Nepstad – Applied Sciences
Dana Perry – Physical Science
Dave Richardson – Humanities
Chris Sabino – Mathematics

Advisors & Visitors Attending

Absent

Domenico Ferri – Social Science
Chao Lu – Mathematics

Anita called the meeting to order at 3:04 pm in Room 1034 of Harold Washington College. The minutes were reviewed and a few minor changes were given to the secretary. Todd motioned to accept the minutes with the changes; Mike seconded.

MAC report

The committee perused a document from the MAC committee. The document pertained to Progress and Future capacities of MAC and AC. It gives several ideas for the betterment of the committee and future plans/mission.

Carrie will be calling a “summit” of all “movers and shakers” (i.e. leaders) at HWC. This will include representatives from CAST, WAC, AC as well as deans, department chairs, etc... The purpose will be to see where each fits into the general teaching and learning scheme here at HWC, to see how each group interacts with each other, and to discuss their relationship to and needs of one another. The aim is to have the summit around Week 9. Carrie will provide a tentative list of those invited for AC to review. In addition, Carrie has requested that a representative from each of the subcommittees of AC should attend.

Friday Labs

There was a brief discussion about Friday labs and their place in the assessment schema at HWC. Barrington was able to answer many of the committee’s

questions. Anita asked how Friday labs relate to assessment efforts at HWC. Barrington responded by saying that they are not aligned with any particular assessment entity but with departments. In particular, Barrington told the committee that the labs focus on departmental assessment. Further, their purpose is to help departments create and articulate their mission and goals. The ultimate goal is for each department to have an assessment plan that aligns with Vision 2011. This led to a discussion about alignment in general.

Constructive Alignment

Mike introduced this term to the committee which is, essentially, a goal for HWC, at least as agreed upon by a majority of AC members. It means getting groups to interact and putting the pieces together with respect to students, teaching, learning, assessment, curriculum and faculty. Moreover, it requires alignment and synchronization in the sense that, for instance, department assessment plans are aligned with institutional assessment plans and so on.

More MAC

Next came a discussion about whether MAC should continue to look at resources and task management. This includes not only physical resources such as archives and assessment data but also departmental representation (we still do not have AC representation from a few departments) as well as “expert” or senior faculty (the committee is, at this point, relatively young with several untenured or newly tenured members). The committee agreed this was definitely worth pursuing. This thread of conversation, however, led to...

Analyzing Assessment Data

It is well known that Keenan has been the main person in charge of helping AC analyze data. Carrie and Barrington raised the question of whether we could outsource our assessment data. The problem is that the committee is without an expert (or specialist) of assessment analysis. Also, it is a very time consuming process. Another point that was made is that an outside opinion could be useful. Carrie responded by saying that we are experts in our fields, process and goals and just need to communicate in a more effective way. Tim suggested we could provide release time to an HWC faculty willing to undertake this analysis. Nothing was set in stone but the committee definitely wants to make the process of closing the loop smoother and more meaningful for everyone. Dave pointed out that it is often difficult to apply what is learned from assessment data analysis and that we can't make people use the data or change practice. This is a goal but not always accomplished. Also, we should document outcomes of assessments (i.e. if someone uses the data). This will help spread the word that assessment data can lead to concrete results. It takes us from abstraction and theory to application and action (the true essence of assessment as action research).

Along those same lines, Tim and others suggested that assessment results and data need to be presented in more compelling ways and in a variety of ways. A few ideas that arose were the following. During Tuesday's CAST meeting, the idea of a brown bag lunch came up. The brown bag lunch would be a chance for faculty to speak candidly about teaching and learning. There could be an

assessment piece at such an event. Another idea is to continue our newsletter but give readers more of a glimpse into what actually goes on in AC (i.e. what we're doing). Mike and others suggested we have a series of faculty written urban Community College assessment related documents (a journal of sorts). In fact, these documents could be peer reviewed and published in journals. This would definitely bring some positive attention to the AC and get the word out to all faculty. In summary, the committee came up with several ideas for disseminating data (brown bag lunch, newsletter, articles, HWC website, a blog, the school newspaper). Of these, many agreed that the HWC website could be a "centralized means to linking assessment data and findings". In addition, many agreed that the HWC website could be used more effectively with respect to a calendar of events. An overhaul of the site could accomplish this task and, at the least, serve the needs of several campus committees while closing the information loop. It could make assessment more interactive and nurture a dialog with students.

HUMAS

Amanda Loos, Todd and Tim will present at WCC conference. They sent their proposal, which the committee had a chance to look over. Amanda will speak about the creation of the Humanities Assessment. Todd will speak about the administering and Tim will talk about reactions, institutional guidance and the next steps. It was suggested that this proposal be adapted as the first of the aforementioned assessment documents with the possibility of publication.

The meeting adjourned at 3:59 p.m.

**Minutes Approved at the 2/13/08 Assessment Committee Meeting.
Motion to approve proposed by Tim and seconded by Mike.**

Harold Washington College
Assessment Committee

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

AGENDA

2-13-08

- I. Review and approve minutes from 2/6
- II. General Announcements
- III. Subcommittee Time
- IV. Subcommittee Reports

The next AC meeting will be Wednesday 2-20-08 from 3-4pm in room 1034

Harold Washington College
Assessment Committee

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

Minutes

2-13-08

Members Attending

Tim Donahue – English, Speech & Theater
Barrington Edwards – Office of Instruction
Domenico Ferri – Social Science
Michael Heathfield - Applied Sciences
Anita Kelley – Business
Chao Lu – Mathematics
Liliana Marin - Physical Science
Willard Moddy – English, Speech & Theater
Carrie Nepstad – Applied Sciences
Chris Sabino – Mathematics

Advisors & Visitors Attending

Tom Higgins – Faculty Council

Absent

Todd Heldt – Library
Dana Perry – Physical Science
Dave Richardson – Humanities

Anita called the meeting to order at 3:07 pm in Room 1034 of Harold Washington College. The minutes were reviewed and a few minor changes were given to the secretary. Tim motioned to accept the minutes with the changes; Mike seconded.

WCC Conference

The HUMAS subcommittee received notification that their proposal was accepted for the Waubensee Community College Assessment Conference. The subcommittee was recognized and congratulated for this accomplishment.

“Meeting of the Minds”

Carrie sent the list of tentative participants to the AC prior to the meeting. A few suggestions were made with respect to the people on that list. A final list will be generated and sent to the committee. Also, Carrie will send out a save the date for the event, which is tentatively slotted for Week 10 (likely Tuesday March 25th).

Conferences

There are a dizzying amount of assessment conference and workshop possibilities coming up this spring and summer. The committee discussed possible attendance at these conferences. The standing question for each conference is, simply put, who goes. There are two conferences being offered the HLC, which several people seem to be interested in. They occur at the end of May and the end of July. We will book 6 spots for the May conference in Lisle.

There was a discussion of who may go but nothing was set in stone. These conferences through the HLC may be useful for a team to attend and perhaps bring assessment data to in order to have some type of take away (according to Carrie and others).

Faculty Council and Assessment Committee (FC & AC)

Tom Higgins, our FC rep, had some questions with respect to his role on AC and the relationship between FC and AC. These questions led to a long and very important discussion in the sense that we found, through this discussion, that the relationship between the groups is, in a word, fuzzy. It is unclear from the AC charge and FC constitution how certain mechanisms and logistics have occurred and will continue to occur. Lately, it seems that the relationship between the groups is informal and for the most part AC has had tacit approval from FC. Also, it feels as though AC has operated more as an autonomous committee than as a standing (or sub) committee of FC. All parties agreed that the charters should be reviewed in order to make things more transparent.

In the course of the discussion, Tom shared several recommendations. For one, he is going to propose to have a 2nd representative from FC. This will make transitions more seamless when an FC member's term ends and thus save time and effort in building relationships and sharing information. Also, he asked the committee what they thought an accounting of members, as well as a list of action items and a report at the beginning and end of the semester, respectively. This will allow FC to check AC's status as well as support AC and make arguments on their behalf. The discussion was, overall, very positive in the sense that FC and AC are in this together (as least as long as AC is a standing committee of FC). It was noted that AC already does many of these things (progress report, minutes) but has not quite formalized them yet nor made them well-known to FC.

It was clear by the end that AC and FC must discuss their relationship. (Barrington and others noted this.) Anita (and possibly Carrie) will attend Tuesday's FC meeting to talk about this. Tom will make this an agenda item at the FC meeting.

The meeting adjourned at 4:03 p.m.

<p>Minutes Approved at the 2/20/08 Assessment Committee Meeting. Motion to approve proposed by Tim and seconded by Mike.</p>

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

AGENDA

2-20-08

3:00-3:30

- Review and approve minutes from 2/13
- Tim's Agenda Process Proposal
- FC & AC Relationship Follow-up
- Assessment Times
- Subcommittee Time (time permitting)

3:00-3:30

- MAC Report

AC Charge Abstract: The Assessment Committee at HWC is an interdisciplinary group composed of faculty, professional and clerical staff, students, and administrators who collect, review, analyze, and disseminate data on the educational experiences of the college community in an effort to maintain high standards for learning quality and, ultimately, improve student learning.

Spring 2008

The next AC meeting will be Wednesday 2-27-08 from 3-4pm in room 1034

Harold Washington College
Assessment Committee

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

Minutes

2-20-08

Members Attending

Tim Donahue – English, Speech & Theater
Michael Heathfield - Applied Sciences
Todd Heldt – Library
Anita Kelley – Business
Chao Lu – Mathematics
Liliana Marin - Physical Science
Willard Moody – English, Speech & Theater
Carrie Nepstad – Applied Sciences
Dana Perry – Physical Science
Dave Richardson – Humanities
Chris Sabino – Mathematics

Advisors & Visitors Attending

Tom Higgins – Faculty Council
John Metoyer -- Office of Instruction
Matthew Williams – ESL
Jashed Fakhrid-Deen – Faculty Council

Absent

Domenico Ferri – Social Science

Anita called the meeting to order at 3:04 pm in Room 1034 of Harold Washington College. Tim motioned to accept the minutes with minor grammatical changes; Mike seconded.

Tim's Agenda Proposal

Tim suggested a new method for creating each week's agenda. He suggested that committee members e-mail the secretary with agenda items by midnight Tuesday/Wednesday each week. The secretary will send out the agenda Wednesday morning. This will ensure that anyone can contribute to the agenda. With that said, meetings will follow the agenda strictly. The last 5 minutes would be devoted to new business (i.e. pressing issues that were not on the agenda). At that point, committee members could share suggestions for the next week's agenda. Chao motioned to accept the proposal; Liliana seconded. The committee hopes this will lead to heightened productivity.

FC & AC Relationship

Tom recommended the following to FC. Liberally quoting, Tom said FC would like to see a charter coming out of AC that makes it clear that we (FC and AC) should be on the same footing but at the same time reinforces that there should be a strong connection between the groups (i.e. two representatives for AC from FC). Following this, there was a long discussion about the pros and cons of such a change. Here are some of the remarks AC members shared. Tim said that affiliation with FC guarantees that AC is institutionalized (i.e. a fixture of the college). Also, FC lends AC institutional "cache". Carrie pointed out that the

committee has grown since 2003 and, as such, doesn't need approval from FC. In fact, AC has been, in a sense, operating as if it was its own committee and not a standing committee of FC. Tom asked who should, then, hold AC to their charge. Dave noted that there will be an eventual administrative change and this could affect an autonomous AC. Tom suggested that AC could "police" itself and be a subcommittee of FC. Carrie noted that if the committees are separate, then they could talk about how they relate to one another and to other committees. Anita handed out the charge so the committee could peruse it throughout the discussion. The discussion led to a motion from Willard and John Metoyer for AC to review its charge with the intent of extricating itself from FC. Mike seconded the motion. The motion passed. The committee's homework is to review the charge before next week's meeting.

Assessment Times

Mike has acquired the template for Assessment times and is in the process of putting it together. He is open to suggestions from the committee, which can be e-mailed to him.

MAC Report

Anita thanked Mike for all of his hard work on the MAC report. There was a great deal of committee input and several made suggestions for modification. In particular, John shared that the report should address the reasons for not having an assessment last semester and, as of yet, this semester. Carrie provided several answers to this questions, which she included in an e-mail for consideration next week. Jashed pointed out that there are similarities between the MAC report's Center for Teaching and Learning and CAST's mission. Mike noted these, and other suggestions, and will circulate a revised copy before next week's meeting. This is part two of the homework for next week. Read the MAC report.

Miscellaneous

Todd requested that he, Tim and Amanda give a mock presentation to AC on March 12th as practice for the WCC Conference. The committee wholeheartedly agreed.

Homework Reminder: Read the charge and the MAC report for next week.

The meeting adjourned at 4:02.

<p>Minutes Approved at the 2/27/08 Assessment Committee Meeting. Motion to approve proposed by Todd and seconded by Liliana.</p>

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

AGENDA

2-27-08

- Review and approve minutes from 2/20
- Quick Logistics Check (Chris)
- Review Assessment Charge (from last week)
- Review MAC report (Mike)
- Review GEMS Science Assessment Tools (Dana)
- Assessment Times (Mike)

AC Charge Abstract: The Assessment Committee at HWC is an interdisciplinary group composed of faculty, professional and clerical staff, students, and administrators who collect, review, analyze, and disseminate data on the educational experiences of the college community in an effort to maintain high standards for learning quality and, ultimately, improve student learning.

Spring 2008

The next AC meeting will be Wednesday 3-5-08 from 3-4pm in room 1034

Harold Washington College
Assessment Committee

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

Minutes
2-27-08

Members Attending

Margarita Chavez – FL/ESL
Tim Donahue – English, Speech & Theater
Michael Heathfield - Applied Sciences
Todd Heldt – Library
Anita Kelley – Business
Chao Lu – Mathematics
Liliana Marin - Physical Science
Willard Moody – English, Speech & Theater
Dana Perry – Physical Science
Dave Richardson – Humanities
Chris Sabino – Mathematics

Advisors & Visitors Attending

Barrington Edwards – Office of Instruction
Matthew Williams – ESL

Absent

Domenico Ferri – Social Science
Carrie Nepstad – Applied Science

Anita called the meeting to order at 3:03 pm in Room 1034 of Harold Washington College. Todd motioned to accept the minutes; Liliana seconded.

Anita and the rest of the committee welcomed Margarita Chavez from Foreign Language/ESL to the committee.

Assessment Charge

Originally, Anita, Carrie and others believed that the charge had been updated since last spring. Anita, Mike, Tim and others determined that changes had been mentioned at the April 25, 2007 meeting but were not made. Anita will type up these changes and present them to the committee next week. The question remains whether AC should be a stand-alone committee.

MAC Report

Mike presented the revised version of the MAC Report and discussed the changes. The committee discussed the feasibility of the items in the report. Various committee members noted that the Meeting of the Minds will cover several of the points of the

report. Tim asked whether we should vote to make the MAC report an official document. Despite some discussion, no decision was made. This could be brought up at the Meeting of the Minds as well. Also, Barrington thought AC should hold a meeting with Dean Metoyer and Dr. Lopez with respect to the report as a strategic plan of sorts. Anita suggested this would be a good venue to take the revised charter. The executive committee (Anita, Mike and Chris) will meet to discuss a time to meet with Cecilia.

In addition, Mike and Anita will update the draft. Liliana suggested that Carrie's e-mail be considered in the final draft with respect to why we have not done an assessment this year. Also, the report led to a discussion about AC connections (administrative, departmental and college committee-wide.).

GEMS

Dana and Liliana have spent the last few weeks looking at various Science Assessments. They presented two front-runners to the committee for the purpose of review, the EBAPS (Epistemological Beliefs Assessment for Physical Science) and the VASS (Views about Science Survey). The committee compared, contrasted and discussed these assessments. In the end, the committee seemed to favor the EBAPS. For instance, Todd liked it because it "felt like (he) wasn't taking a science test." The committee felt it is more accessible. Willard asked if there was any research concerning the implications of the assessment. Sana said there was. In terms of length, the EBAPS takes an hour to complete. Mike asked whether it matches our outcomes. This is a point that needs to be considered by GEMS. This will be discussed at length next week and will be the subcommittee's homework assignment. Chao, in an e-mail, wondered if we should change our General Education Science SLO's to have an attitudinal dimension especially now that this is the direction we are going. Nothing is entirely set in stone. Dana will e-mail the author to discuss logistics before next week. The tentative plan is to pilot this assessment later this semester with a small group of faculty and/or students and implementation in the fall.

As for the Math Assessment and SLO's, GEMS and others decided that some multi-tasking must be done to ensure that the Math assessment occurs by Fall 2009. Chris told the committee that he had a couple of choices in mind for the Math assessment. The SLO's, however, must still be worked out and approved. This will be the first step.

Assessment Times

Mike distributed a draft of Assessment Times for the committee to peruse. Overall, the response was very positive. Prior to the meeting, Mike was able to get the remaining information for the newsletter. Liliana motioned to accept the Assessment Times with minor changes; Tim seconded. The committee thanked Mike for his hard work on this.

The meeting adjourned at 4:03 pm.

**Minutes Approved at the 3/5/08 Assessment Committee Meeting
Motion to approve proposed by Tim and seconded by Liliana.**

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

AGENDA

3-5-08

- Review and approve minutes from 2/27
- Review Assessment Charge (from last week)
- Assessment Times (Distribution)
- Subcommittee Time
- Subcommittee Check-in and New Business

AC Charge Abstract: The Assessment Committee at HWC is an interdisciplinary group composed of faculty, professional and clerical staff, students, and administrators who collect, review, analyze, and disseminate data on the educational experiences of the college community in an effort to maintain high standards for learning quality and, ultimately, improve student learning.

Spring 2008

The next AC meeting will be Wednesday 3-12-08 from 3-4pm in room 1034

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

Minutes

3-5-08

Members Attending

Margarita Chavez – FL/ESL
Tim Donahue – English, Speech & Theater
Michael Heathfield - Applied Sciences
Todd Heldt – Library
Anita Kelley – Business/CIS
Chao Lu – Mathematics
Liliana Marin - Physical Science
John Metoyer- Office of Instruction
Willard Moody – English, Speech & Theater
Carrie Nepstad – Applied Sciences
Dana Perry – Physical Science
Chris Sabino – Mathematics

Advisors & Visitors Attending

Matthew Williams – ESL

Absent

Domenico Ferri – Social Science
Dave Richardson – Humanities

Anita called the meeting to order at 3:03 pm in Room 1034 of Harold Washington College. Tim motioned to accept the minutes with changes; Liliana seconded. Tom Higgins sent apologies for his absence.

Assessment Charge

Anita distributed copies of the latest version of the charge (the one submitted to NCA). Anita made the suggested changes from the April 2007 minutes and the last few weeks. There was discussion about some of the changes and there are still a few pending changes, which are in bold type on the document. The bold faced items will be discussed with Cecilia next week and at the Meeting of the Minds summit. The major change is that AC will no longer be a standing committee of FC. Todd motioned to vote on the revised charge; Willard seconded. The charge was approved unanimously.

The committee broke into subcommittees at 3:32.

GEMS (Chao, Chris, Dana, Liliana)

Dana e-mailed Andy Elby (one of the authors of the Epistemological Beliefs Assessment for Physical Science, a.k.a EBAPS) about making changes. He replied and gave us permission to use the tool with any changes we see fit. He also sent a more general version of the assessment. Liliana mapped our SLO's to the assessment. She found that they line up fairly well. There is no perfect

assessment, obviously, but EBAPS should do an adequate job measuring our SLO's. Despite this fact, there was limited discussion about changing our third SLO. This will be revisited in the coming weeks. Liliana tried the assessment and it took her ½ an hour. We figure EBAPS will take students around an hour since we will also include a survey similar to that of the Humanities assessment at the start.

GEMS has decided to pilot EBAPS tentatively the week of April 15th with the following classes.

Carrie: Child Development

Liliana: Geology

Dana: 2nd semester Chemistry

Anita: Entrepreneurship

Tim: English 100/Reading125

This will provide a fairly representative sample of students for a pilot. In addition, AC members will be given the assessment (tentatively March 26). If this all goes according to plan, AC will administer the assessment in the fall.

MAC (Anita, Carrie, Mike)

The subcommittee discussed the AC schedule and updated it to reflect our current work and capabilities. A draft is included at the end of this document.

HUMAS (John, Margarita, Matthew, Tim, Todd, Willard)

HUMAS discussed logistics for Waubensee (i.e. who will do what). Keenan should have the statistical work on the Humanities Assessment by Friday 3/7. In Fall 2008, HUMAS hopes to present the results of the Humanities assessment to the HWC community.

The meeting adjourned at 4:05 pm

<p>Minutes Approved at the 3/12/08 Assessment Committee Meeting Motion to approve proposed by Carrie and seconded by Chao.</p>

Harold Washington College Assessment Committee – 3- Year Schedule ---Draft

Assessment Process	Spring 2008	Summer 2008	Fall 2008	Spring 2009	Summer 2009	Fall 2009	Spring 2010	Summer 2010
Outcome Definition Formulate and approve specific general education student learning outcomes.	Math			Humanities			Science	
Assessment Research and Design Find or Create appropriate tools and process for our specific outcomes and context.	Math	Math						
Pilot Assessment Tools and Process Faculty and small number of student sections used for our design purposes.	Science		Math	Social Science		Writing Across the Curriculum		
Administer Specific Assessment Recruit faculty and sections, ensure sample size, and conduct testing process.			Science	Math		Social Science	Writing Across the Curriculum	
Data Analysis Data input, reliability and validity checks, produce analyzed and usable data.			Science	Science	Math	Math	Social Science	Social Science
Supporting Evidence-Based Change Partner with others to recommend change. Review SLO and restart assessment process.			Humanities		Science	Science	Math	

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

AGENDA

3-12-08

- Review and approve minutes from 3/5
- Report from Meeting with Dr. Lopez (Mike)
- Review Draft Assessment Schedule
- Waubonsee Presentation
- Subcommittee Time and New 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.

Harold Washington College Assessment Committee

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

Minutes

3-12-08

Members Attending

Margarita Chavez – FL/ESL
Michael Heathfield – Applied Sciences
Todd Heldt – Library
Chao Lu – Mathematics
Liliana Marin - Physical Science
Willard Moody – English, Speech & Theater
Carrie Nepstad – Applied Sciences
Dana Perry – Physical Science
Dave Richardson – Humanities
Chris Sabino – Mathematics
Matthew Williams – ESL

Advisors and Visitors Attending

Matthew Williams -- ESL

Absent

Tim Donahue – English, Speech & Theater
Domenico Ferri – Social Science
Anita Kelley – Business/CIS
John Metoyer- Office of Instruction

Mike apologized for Anita's absence and chaired in her stead. He called the meeting to order at 3:05 pm in Room 1034 of Harold Washington College. Carrie motioned to accept the minutes; Chao seconded.

Feedback from Mike and Anita's Meeting with Dr. Lopez and Dean Metoyer

1) The Charge

Mike guided the committee through the changes that came as a result of the meeting. There was general discussion about these changes. Mike, Anita and Chris will create a third draft. The main changes will include a lessening of the restriction for the student representative, a clarification of the relationship between FC and AC (i.e. according to Tom and others, both have the best interest of HWC in mind but may not always see eye to eye). There was also a renewed discussion about AC relationship to the institution as a whole. To this end, John Metoyer will be a regular member of AC. He will serve as a link between AC and administration. This is still an issue that will be discussed as it is of relevance as AC continues to grow and become more of a part of the HWC infrastructure.

2) Assessment Schedule

There was a long discussion about the schedule with Cecilia and John. The main concern was that the report to NCA received great feedback but for Spring 2009, NCA will look at assessment evidence since then. In other words, they are concerned about what has been done since then in terms of assessment tasks and data. Cecilia suggested we revise the assessment schedule into three grids representing history, planning and future/cyclical process outside of accreditation (i.e. 2003-2006, 2006-2009, 2009-2012). This led to some discussion. Tom wondered how feasible it would be for items on the schedule such as the math and science assessments to be done during the summer. Carrie assured him that this had been done in the past (the humanities assessment and evaluating). Chris is optimistic about the math assessment being chosen this summer assuming the SLO's are worked out during the remainder of this semester. He has already started looking at some tools based upon preliminary SLO's. Overall, the committee liked the 3 grid idea. Mike and Anita wondered about Writing Across the Curriculum. This will require some research in order to determine what, precisely, to assess. Mike will work on the 3 grids and bring them to the committee for comments.

3) Resources

Cecilia told Mike and Anita that there is meant to be someone working with Keenan in data analysis. (This was a concern because Keenan is an invaluable resource for many groups on campus.) Cecilia is aware that AC needs ample resources to complete given tasks. Carrie wondered if the prospect of an Education Doctoral student to help ad hoc part-time had come up. Mike said it didn't but we will check this.

4) Live Text

Cecilia is interested in and investigating this resource that could be helpful with respect to assessment at the classroom, departmental, and institutional level. In particular, it could be used to manage data, assessment plans and assessments. Carrie is familiar with this resource and, as such, she gave some highlights to the committee. Essentially it is a digital platform similar to Blackboard that specializes in assessment programs and e-portfolios. In fact, Live Text has downloadable assessment resources and templates along with an archiving component. There will be a Live Text information session for departmental and institutional assessment April 4th from 1-4. There will also be two information sessions for Child Development on April 18th and 25th from 1-4.

HUMAS Mock WCC Conference Presentation

Todd gave his part of the WCC talk. Feedback was very positive. Carrie liked his energy and humor and the fact that the talk alludes to the "interdisciplinarity" of AC. Mike wondered whether there would be a visual. Todd assured him that there would be.

The meeting adjourned at 3:57 pm

**Minutes Approved at the 3/26/08 Assessment Committee Meeting
Motion to approve proposed by Todd 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

Minutes

3-26-08

Members Attending

Margarita Chavez – FL/ESL
Michael Heathfield -- Applied Sciences
Todd Heldt – Library
Anita Kelley – Business/CIS
Chao Lu – Mathematics
Liliana Marin - Physical Science
John Metoyer- Office of Instruction
Willard Moody – English, Speech & Theater
Carrie Nepstad – Applied Sciences
Dana Perry – Physical Science
Chris Sabino – Mathematics
Matthew Williams – ESL

Advisors and Visitors Attending

Tom Higgins – Faculty Council
Matthew Williams -- ESL

Absent

Tim Donahue – English, Speech & Theater
Domenico Ferri – Social Science
Dave Richardson – Humanities

Anita called the meeting to order at 3:03 pm in Room 1034 of Harold Washington College. Todd motioned to accept the minutes with a minor typo correction; Liliana seconded.

CCSSE (Community College Survey of Student Engagement)

HWC has been invited to participate in this CCSSE this fall. We definitely want to participate. This will provide us with very useful comparative data from the last administration of the CCSSE. The trouble is that we were planning to administer the General Education Science Assessment this fall. There was a long discussion about the feasibility of administering both assessments in the fall. At first, the committee was optimistic despite the fact that we would need a fairly large group of participants (faculty and students). In the end, however, after careful consideration and the GEMS subcommittee time, the committee agreed that we should administer the CCSSE in the fall and be prepared to administer the Science Assessment February 2009. This will only be a few months after our self-imposed deadline. Also, everything surrounding the Science assessment will be very smooth given that we'll have time to get things in order. It was proposed, though not set in stone, that we could ask for faculty volunteers at the end of fall semester since they will know their spring schedules at that point.

A second conversation that occurred during the CCSSE discussion had to do with statistically significant samples vs. reliability and validity. Tom asked if we had documented the diversity of the participant classes in the Humanities assessment. He suggested that this information be included in the next Assessment Report. The committee agreed that this is a good idea and will prove beneficial. The conversation led to many committee members asking about statistically significant samples and how many students we would need for each assessment. Anita and others will check into this for next week. Also, the question was raised as to whom we administer each assessment. For instance, do we include developmental students? Also, who, in particular, should take the CCSSE? This will all be decided in the next few weeks.

(A day after the meeting, we discovered that the CCSSE can be administered in 2009 thus making most of the points of contention moot. Thus, the CCSSE will be administered in 2009.)

HUMAS WCC Presentation

According to Todd, the spokesman for the WCC presentation group, the talk was very well received. The twenty plus audience members were enthusiastic and impressed. Todd quoted one audience member as saying, "this really raises the bar on assessment." There were many comments similar to this one. Anita asked if there are plans to write an article for publication. Todd said that Dr. Lopez suggested this as well as presenting at numerous other conferences. Willard asked if anyone expressed interest in borrowing or adapting our tool. Todd said no one asked directly. Given the level of excitement, though, there may be interest. Also, at future conferences, this may very well occur. The committee congratulated Todd, Tim and Amanda on their successful showing.

The committee broke into subcommittees at 3:31.

GEMS

GEMS discussed logistics pertaining to the Science Assessment. The faculty pilot will occur at 3:15 at next week's meeting. The student pilot will occur the week of April 15th. At a prior meeting, five classes sections were chosen. Most of the discussion centered around logistics. In the end, Anita will e-mail Keenan to ask about converting the assessment tool into one that can be read by her scanning software. The EBAPS came with a variety of analysis sheets, which should make the administration and initial analysis easier than the Humanities assessment. In addition, Dana and Liliana will tweak the pre-assessment survey (similar to the Humanities survey) so that it relates to science rather than humanities. The subcommittee agreed that AC as a whole will work need to help with the nuts and bolts of this assessment (i.e. finding volunteers, sending letters to faculty, etc...) while GEMS will focus on the assessment itself.

HUMAS

HUMAS discussed ways in which they could improve the validity of the Humanities Assessment. They also discussed strategies for closing the loop with respect to this assessment and extracting as much useful information as possible from it.

The meeting adjourned at 4:04 pm

Minutes Approved at the 4/2/08 Assessment Committee Meeting
Motion to approve proposed by Mike 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

4-2-08

- Review and approve minutes from 3/26
- CCSSE
- Science Assessment Faculty Pilot (3:15)

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.

Spring 2008

The next AC meeting will be Wednesday 4/9/08 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

4-2-08

Members Attending

Tim Donahue – English, Speech & Theater
Michael Heathfield -- Applied Sciences
Todd Heldt – Library
Anita Kelley – Business/CIS
Liliana Marin - Physical Science
John Metoyer- Office of Instruction
Willard Moody – English, Speech & Theater
Dana Perry – Physical Science
Dave Richardson – Humanities
Chris Sabino – Mathematics
Matthew Williams – ESL

Advisors and Visitors Attending

Tom Higgins – Faculty Council
Matthew Williams -- ESL

Absent

Margarita Chavez – FL/ESL
Domenico Ferri – Social Science
Chao Lu – Mathematics
Carrie Nepstad – Applied Sciences

Anita called the meeting to order at 3:05 pm in Room 1034 of Harold Washington College. Mike motioned to accept the minutes with changes to CCSSE; Liliana seconded.

AC Membership

Committee members noted at the beginning of the meeting that AC is lacking representation from Art, Biology and Social Science. The committee desires full representation in order to make sure that assessment is truly a faculty initiative.

Revised Calendar

Anita distributed the revised AC Calendar for the committee to peruse. One revision was to change the CCSSE from 2008 to 2009. Liliana asked in which month the Science Assessment would be administered. Anita said, and others agreed, that we should aim for the end of September. Todd motioned to accept the revised calendar; Tim seconded. The committee thanked Mike and Anita for their hard work.

Science Assessment

From 3:20 until about 3:45, AC piloted the Science Assessment. A lively discussion

ensued following the pilot. Most of the discussion centered on wording. Dana and Liliana took the committee's suggestions and comments to heart, and will share a slightly revised version with the committee soon. Overall, the committee was pleased with the tool and is looking forward to using it.

The meeting adjourned at 4:03.

Minutes Approved at the 4/9/08 Assessment Committee Meeting
Motion to approve proposed by Mike 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

4-9-08

- Review and approve minutes from 4/2
- Science Assessment Update
- Faculty Development Week
- 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.

Spring 2008

The next AC meeting will be Wednesday 4/16/08 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

4-9-08

The executive committee decided to cancel today's meeting in lieu of the fact that Tim, Dave and Carrie were facilitating a CAST Assessment roundtable. The remaining committee members attended the event. As the AC, we felt it worthwhile to be present at this event.

We will meet next week to approve last week's minutes and cover this week's agenda items. We will also discuss the CAST Assessment roundtable and the Meeting of the Minds summit.

<p>Minutes Approved at the 4/16/08 Assessment Committee Meeting Motion to approve proposed by Todd and seconded by Chao.</p>
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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

4-16-08

- Review and approve minutes from 4/9
- Science Assessment Update
- CCSSE Workshop on May 27th
- Faculty Development Week
- Meeting of the Minds
- CAST Assessment Roundtable
- HLC Conference
- Officer Nominations

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.

Spring 2008

The next AC meeting will be Wednesday 4/23/08 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

4-16-08

Members Attending

Margarita Chavez – FL/ESL
Tim Donahue – English, Speech & Theater
Domenico Ferri – Social Science
Michael Heathfield -- Applied Sciences
Todd Heldt – Library
Chao Lu – Mathematics
John Metoyer- Office of Instruction
Dana Perry – Physical Science
Dave Richardson – Humanities
Chris Sabino – Mathematics

Advisors and Visitors Attending

Matthew Williams -- ESL

Absent

Anita Kelley – Business/CIS
Liliana Marin - Physical Science
Willard Moody – English, Speech & Theater
Carrie Nepstad – Applied Sciences

Mike relayed apologies from Anita who was attending a district faculty meeting. Mike chaired the meeting and called it to order at 3:03 pm in Room 1034 of Harold Washington College. Carrie, Liliana, and Tom sent their apologies. Domenico explained and apologized for his absences this semester. He had full intention of attending meetings regularly, but had a class conflict in addition to commitments outside of class with those students. He is also in the process of completing his PhD at Loyola. He has full intent of being part of the committee in future semesters but is now taking a leave from the committee in lieu of this information. He has spoken with his department chair in order to find a temporary replacement. Todd motioned to accept the minutes with a minor spacing change; Chao seconded.

Science Assessment

Dana met with Keenan with respect to formatting of the science assessment for the pilot next week. Keenan has completed the formatting and copies will be run off for next week's pilot. The committee is excited to pilot this tool. Dana has requested that committee members gather all letters, requests and other logistical documents for the fall. This is crucial since we plan to administer the pilot early in the fall. Mike will follow up on this and other committee members will submit any resources they have in "soft" form.

CCSSE Workshop

Depending upon the results of the election next week, the chair will be attending a CCSSE workshop in Texas. This is part of the NISOD (National Institute for Staff & Organizational Development) conference. Mike told the committee that if they are interested they should let Anita know.

Faculty Development Week (FDW)

Jenny Armendarez (CAST chair) asked AC if we would be interested in giving a workshop or presentation during FDW. AC agreed to do so. We discussed possibly presenting on departmental assessment in tandem with those involved with Friday labs. Nothing is set in stone although the committee thinks this is a good idea. We will finalize this soon.

Meeting of the Minds Summit

AC applauded Carrie for all of her hard work and effort in putting this together. Jenny Armendarez will work toward establishing more college wide workshops for connections between interested faculty members. AC is 100% behind this effort and will provide any necessary support. With any luck, this may become a “regular” event. Out of these discussion, members thought that perhaps a calendar could be maintained for student (and faculty) workshops via the school website. This will be explored.

CAST Assessment Roundtable

Several AC members attended this roundtable, along with Carrie, Dave and Tim being on the panel. Todd reported that a few important topics came up. In particular, Dave tried to get the point across to those attending that we absolutely must not connect assessment data with accountability of individuals. Mike agreed by saying that there still seems to be some confusion between faculty performance evaluations and assessment /assessment data. The second topic Todd noted was that there is some semantic difficulty with the terms departmental, course and program assessment. Overall, those that attended felt that the event went very well.

HLC Conference

John distributed a handout from Cecilia from the conference to the committee. The handout addresses evaluation of assessment(s). The committee will peruse this document. Mike noted that he noticed in three different workshops the idea that assessment results and planning must be tied to money and resources. In other words, though a college or university may have wonderful assessment plans, it is crucial that these plans are being supported and that there is proof of this support in the budget. Dana asked whether this could be made transparent since it would be helpful for AC. The committee agreed and noted that this will be a point of consideration for our upcoming accreditation.

Added Agenda Item: Special Assignments/ Summer projects

Mike distributed a document, which lists the special assignment for AC for the summer. Cecilia has, in principle, agreed to this document. There was a great deal of discussion about this document. Input was given and Mike took down people’s suggestions. Mike

will share the comments with Anita and a new version of the document will be made for next week. One point that came up was the fact that several of these projects involve data analysis. In order to effectively do this, many noted we would need outside (of committee at least) consultation since we have no one on the committee who is an expert in this type of data analysis. We will continue to discuss this next week.

Officer Nominations

For the Fall 2008 academic year there were no new nominations for any of the three offices. Anita, Mike and Chris agreed to continue being Chair, Vice Chair and secretary, respectively. Mike asked the committee to submit any nominations before next week's meeting at which point a vote will (if necessary) occur.

Other business: Mike

Mike took the time to comment and thank the Waubensee presentation team. The secretary forwarded their conference evaluation from the conference to the committee.

The meeting adjourned at 3:48 p.m.

Minutes Approved at the 4/23/08 Assessment Committee Meeting Motion to approve proposed by Tim and seconded by John.

Harold Washington College Assessment Committee

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

Minutes

4-23-08

Members Attending

Margarita Chavez – FL/ESL
Tim Donahue – English, Speech & Theater
Domenico Ferri – Social Science
Michael Heathfield -- Applied Sciences
Todd Heldt – Library
Chao Lu – Mathematics
Anita Kelley – Business/CIS
Liliana Marin - Physical Science
Willard Moody – English, Speech & Theater
John Metoyer- Office of Instruction
Carrie Nepstad – Applied Sciences
Dana Perry – Physical Science
Chris Sabino – Mathematics

Advisors and Visitors Attending

Matthew Williams -- ESL

Absent

Dave Richardson – Humanities

Anita called the meeting to order at 3:01 pm in Room 1034 of Harold Washington College. Tim motioned to accept the minutes from 4/16; John seconded.

Schedule

Anita distributed an updated version of the schedule to the committee and discussed the rationale for various items. Anita gave credit to and thanked the executive committee for their work on this project. (I have sent the draft of the schedule in the same e-mail as the minutes for reference.) A very lively discussion ensued. Willard, referring to the Data Analysis section, asked if this been done already. According to Anita, and others, we did, but didn't. For instance, Carrie and John mentioned that as a result of the CCSSE data analysis, changes were made in student services. The idea here is that there is data for each assessment, but in some cases it is either not wholly digestible or it has not been used as effectively as it could be. This is why these items appear on the schedule.

To this end, John shared some exciting news. District is in the process of hiring an outside agency to take in-house assessments. By this he means that this agency will be a resource for the AC (and district as a whole) to administer assessments, collect and analyze data, and return the results to us. This agency will be a supplement to Keenan and an optional/additional resource at that. Regardless, this agency has great

potential with respect to AC and will provide an invaluable resource. John says this will be finalized soon, and he will send the AC a link to their (the agency's) website.

Willard kept the discussion going by saying that he'd like to know what is going on "assessment-wise" as other campuses. For instance, what are other campuses doing with respect to Writing Across the Curriculum (WAC). John asked if AC would be interested in a district-wide assessment conference, perhaps in the fall. John will look into this and let the committee know soon.

The next thread of discussion focused on our next steps and the process of assessing (or evaluating) assessments. This thread began when Anita asked whether we'd re-administer the critical thinking, information literacy and diversity assessments after WAC and Social science. Carrie, Anita and Todd mentioned that there should be some sort of review of the tools before the next administration of them. Todd thought there should be a rubric for each step of the review process. He asked the following questions: "How do we ensure we are consistent with our assessment?" Should we design or own assessments. Chris, 'piggybacking' on this, suggested we develop a general criteria for our assessment tools, say a 10-item checklist. This could become a part of the pilot process and post assessment review, thus, in and of itself, modeling good assessment practice by being circular and continuous. A checklist of this sort will be simple to fill out while we pilot, and after each assessment is administered. Also, it will make our work more secure and more powerful; we will be justifying why we choose each tool and continue to justify the use of each tool or justify a change in our tool. For instance, though the Diversity and Humanities assessments were well received and praised, will they be appropriate in 2010? This checklist will help us to answer that questions and serve as a litmus test for our assessments. Anita suggested that Chris lead the creation of this checklist. Chris agreed to do this. In fact Chris, and others, already started a list, which includes:

- aligned with SLO's
- Appropriate to the audience
- relevant
- provides useful data
- time efficient
- accessibility

Regardless, review of tool will be added to boxes 2 and 5 on the schedule. This will be scrutinized over, and, with luck, finalized by the fall. With respect to the calendar, the committee will review the calendar before next week's meeting and provide feedback.

ICCB

John described what would occur during the ICCB visit Friday and answered committee member's questions. He also gave an overview of what they are looking for and what they will be reviewing. Anita said that ICCB will be looking at assessment and as such compiled a binder of assessment materials including 2007/2008 minutes, progress report, assessments/assessment data, etc...

Business/CIS/Hospitality Assessment Plan

Anita distributed the Business/CIS/Hospitality Assessment Plan for the committee to peruse. The plan was created using Live Text. Live text has templates, assessments, SLO's, etc... all of which were utilized. This was well received and may likely become the model for many departmental assessment plans. This led to a discussion of AC's role with departmental assessment and Friday labs. Todd suggested AC create a subcommittee to be available to departments for their assessment plans. This would, essentially, link AC to Friday Labs. In order to make this happen, membership in AC would need to be increased. Domenico asked about the relationship between AC and department chairs. Dana replied by saying that AC helps on a voluntary basis with departments and, as such, only has a relationship with those who choose to have one. This led to further discussion about Friday labs. This discussion was tabled until next week when Rosie Banks will be here to speak about Friday Labs. Todd ended this discussion by asking if there would be any AC meetings this summer. This will also be discussed next week.

Elections

The current officers were re-elected unopposed. Anita, Michael and Chris remain Chair, Vice-Chair and secretary, respectively.

Other Business

Mike shared the news that Carrie and Jennifer Asimow volunteered to give their HLC presentation to AC. AC thanked them for their offer.

The meeting adjourned at 3:59 p.m.

Minutes Approved at the 4/30/2008 Assessment Committee Meeting Motion to approve proposed by Tim and seconded by Todd.

Harold Washington College Assessment Committee

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

AGENDA

4-30-08

- Summer AC
- Friday Labs
- Chicagoland Informal Assessment Group
- CCSSE

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.

Harold Washington College Assessment Committee

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

Minutes

4-30-08

Members Attending

Margarita Chavez – FL/ESL
Tim Donahue – English, Speech & Theater
Michael Heathfield -- Applied Sciences
Todd Heldt – Library
Anita Kelley – Business/CIS
Chao Lu – Mathematics
Liliana Marin – Physical Science
John Metoyer- Office of Instruction
Willard Moody -- English, Speech & Theater
Carrie Nepstad – Applied Sciences
Dana Perry – Physical Science
Chris Sabino – Mathematics

Advisors and Visitors Attending

Matthew Williams – ESL
Rosie Banks – Office of Instruction

Absent

Anita called the meeting to order at 3:03 pm in Room 1034 of Harold Washington College. Tim motioned to accept the minutes from 4/23 with slight changes; Todd seconded.

Friday Labs (FL)

Rosie Banks provided some information about what goes on during Friday labs. In particular she provided examples of projects individual departments were undertaking. For instance, several departments are working on their mission statements and tying them to their day-to-day operations (i.e. courses, SLO's, etc...). Rosie has already made a schedule for the fall and plans to have participants present the results of their work in the spring. Following this thread of discussion several members of AC wondered if there should be a more formal connection between AC and FL. For example, Anita and Rosie proposed a joint session during Faculty Development Week focusing on general education. Todd motioned; Carrie seconded. In addition, AC will attempt to send a liaison to FL and also report to FL and vice versa.

Chicagoland Informal Assessment Group (Rosie)

On April 9th an informal assessment group met at Loyola. The group consisted of 10-12 individuals from various Chicagoland colleges (Loyola, HWC, DePaul, NIU, East West University, Chicago State, Devry, UIC, Lake Forest). The group shared a great deal of their assessment information and is currently on a wiki site. Rosie provided this group with some sample pages from HWC. Rosie requested that there be an AC

representative at these meetings. The representative's responsibility would be to relay what we're doing at HWC and put information into the wiki site. Rosie said it is a wonderful group and a great opportunity. The ultimate goal is to have a Chicagoland assessment conference. Todd and Carrie volunteered to attend the August 6th meeting at East West University.

AC Summer

Several AC members are taking on important summer projects. The discussion began with Carrie alluding to a position paper she plans to write this summer. Below is an excerpt from an e-mail she sent.

This summer, I offer to write a draft of this position paper and submit it to all participants of the 2008 Summit for feedback. I will then list these groups as part of the work process to design the HWC position on assessment of student learning. I think this could be a powerful statement that may help to clear up the confusion about who is responsible for what.

Matthew, Mike and others like the idea of seeing the commonality and having common examples across committees.

The discussion then moved to the topic of master course syllabi and the logistics therein. In particular, the committee discussed the review process for master course syllabi as well as changing master course syllabi.

The meeting adjourned at 4:00 p.m.

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