

Harold Washington College Assessment Committee

Committee Chair – *Mike Heathfield, Applied Science*

Committee Vice Chair – *Todd Heldt, Library*

Committee Secretary – *Chris Sabino, Mathematics*

AGENDA

9-2-09

- Review Minutes 5/6
- Welcome Back/Intros
- Discuss Assessment Report
- Assessment Institute
- Summer projects
- Semester goals
- Subcommittees

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 2009

The next AC meeting will be Wed. 9/9 at 3pm in room 1032.

Harold Washington College Assessment Committee

Committee Chair – *Mike Heathfield, Applied Science*

Committee Vice Chair – *Todd Heldt, Library*

Committee Secretary – *Chris Sabino, Mathematics*

Minutes

9-2-09

Members Attending

Jennifer Asimow – Applied Sciences
LaRhue Finney – English
Michael Heathfield -- Applied Sciences
Todd Heldt – Library
Chris Kabir -- Office of Research & Planning
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
Kurt Sheu – Mathematics
Jeffrey Swigart – Mathematics
Loretta Visomirskis -- English
Matthew Williams – ESL
Allan Wilson – Physical Science

Advisors and Visitors Attending

John Hader – Office of Instruction
John Metoyer – Office of Instruction
Nick Pietrowski – Applied Sciences Intern
Donyel Williams – Office of Instruction

Absent

Michael called the meeting to order at 3:01 pm in Room 1032 of Harold Washington College. The committee reviewed the meeting minutes from 5/6. Dave motioned to approve the 5/6 minutes; Jen seconded.

Michael welcomed old and new members to our first meeting of the semester. The meeting began with an assessment of sorts called the Blob Tree. Mike gave each AC member the Blob Tree sheet. Each AC member was asked to identify which 'blob' most represented where he or she was with regard to assessment at that moment. This led to some general discussion. In addition, it served as an icebreaker and a chance for AC members to meet people they may not necessarily know.

Assessment Report

Prior to the meeting, Mike shared the AC Report from the '08-'09 academic year. The AC shared some comments and revisions with Mike. Todd motioned to approve the report with changes. Liliana seconded.

Summer Projects

Science Assessment (Liliana, Jaime, Chris K.): The report on the Science Assessment is 90% done. Preliminary results indicate that the students did fairly well. The Science Subcommittee has asked Kurt to run the numbers to look for trends/check reliability, validity, etc.

Assessment Handbook (Todd, Chris S.): The handbook focuses on different assessment techniques. Chris and Todd are putting the finishing touches on it (though Chris is the one with the heavy lifting left to do due to Todd's stellar work thus far). Chris half-jokingly claimed that his portion would be completed in 6.5 days. In actuality, at the time of these minutes he is asking the AC for another week's worth of leeway. In addition, Todd and Chris hope that the handbook will be "bite-sized", in paper and online formats and readable. Also, they will include what others at other institutions have done in terms of assessment. This will be revisited in a week or two.

WAC (LaRhue, Willard): First of all, at the end of last semester the WAC subcommittee, because of the lack of an explicit WAC outcome in the Gen. Education outcomes, decided to focus on the 2nd half (of the 1st half) of the 2nd Gen. Ed. Learning outcome (i.e. To communicate effectively, orally and in writing, and use information resources

and technology competently). LaRhue and Willard developed SLO's and rubrics as well as a survey of student attitudes towards writing. In fact, they developed two different rubrics, using the trials and triumphs of the Humanities assessment rubric for reference. Interestingly enough, the two rubrics seem to yield similar 'judgments'. They will share these with the AC for perusal. In particular, they want the AC to think about student audience as they peruse the rubrics as well as the user of the assessment tool. This will be an important step in the grand scheme of overall college writing. They made it clear that the focus will be on assessing writing. Todd asked whether verbal communication would ever be assessed. As of now, this is an open question.

Social Science (Lynnel, Matthew, Chris K.): The subcommittee developed SLO's for Gen. Ed. Social Science. In addition, they attempted to share these SLO's with the Social Science department with limited success in soliciting feedback. They did work with two members of the Social Science department at which point they brainstormed about alternative assessment techniques (e.g. embedded assessment, capstone projects, etc...). Lynnel mentioned that there is still tension between departmental and institutional assessment of Social Science since they are so closely related. In attempting to develop an assessment, Matthew mentioned that this subcommittee used the Humanities Assessment as a point of reference and for perspective.

Subcommittees

As in past semesters, the AC will continue a subcommittee work structure. Mike led the committee in identifying the various subcommittees while also giving committee members the option of choosing a subcommittee based upon interest. The subcommittees, at this point, are as follows:

Quantitative Reasoning (Chris S., Chao, Jeff, Kurt)

Social Science (Lynnel, Jen, Matthew, Nick)

Writing Objective (Formerly WAC, possibly GELO2) (Dave, LaRhue, Loretta, Willard)

Findings and Dissemination Science (Allan, Chris K., Farah, Jaime, John, Liliana, Kurt)

Findings and Dissemination CCSSE (Mike and Todd)

Miscellaneous

A general discussion about representative samples and alternative assessment techniques ensued. In particular, Willard wondered if 10% was still a legitimate representative sample. Mike talked about other ways to administer assessments. Farah talked about online surveys as another option. This method has definitive pros and cons. Jen wondered how faculty responded to the imposition of the CCSSE (i.e. it was not voluntary). Each point, undoubtedly, will continue to be addressed by the AC in weeks to come as we discuss ways to address our diverse (in every sense of the word) population of learners.

The committee broke into subcommittees at 3:36.

QR: The subcommittee is planning for the administration of the QR assessment. They talked about various logistics including a plan for looking at the pilot assessments, refining some questions (at the least changing the numbers), creating a rubric for the open-ended questions. They also wondered about which students should be given this assessment. Also, should they revise the demographic survey to include a question about previous math classes that students have taken? They worked out a list of tasks that they need to complete before the administration of the assessment.

F & D (Science): The subcommittee will continue looking over the statistics in order to finish the final report. They also how, once the numbers are complete, to stimulate a dialogue with instructors about the results. In particular, how can findings on this assessment be brought down to the classroom level?

F & D (CCSSE): The themes here were similar to those mentioned for Science above. The results are in. Now the subcommittee needs to interpret these results and use them to stimulate conversation.

GELO2: The subcommittee kicked around the idea of the assessment question they will approach. They provided the AC with questions to ponder. Can students communicate clearly in writing at the end of their educational experience at HWC (degree quality insurance)? How does student ability to communicate clearly in writing change during their time at HWC? Each question has pros and cons and each suggests a different methodology/focus. We will talk about this next week. In addition, the subcommittee hopes to move from talking about the development side of writing to the General Education side.

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

Harold Washington College Assessment Committee

Committee Chair – *Mike Heathfield, Applied Science*

Committee Vice Chair – *Todd Heldt, Library*

Committee Secretary – *Chris Sabino, Mathematics*

AGENDA

9-9-09

- Notices and Announcements
- Review 9/2 Minutes
- QR Assessment Logistics
- Social Science SLO's (if applicable)
- GELO2 (formerly WAC) (if applicable)
- 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.

Harold Washington College Assessment Committee

Committee Chair – *Mike Heathfield, Applied Science*

Committee Vice Chair – *Todd Heldt, Library*

Committee Secretary – *Chris Sabino, Mathematics*

Minutes

9-9-09

Members Attending

Jennifer Asimow – Applied Sciences
Margarita Chavez – FL/ESL
LaRhue Finney – English
Michael Heathfield -- Applied Sciences
Todd Heldt – Library
Chris Kabir -- Office of Research & Planning
Lynnel Kiely – Social Science
John Kieraldo – Library
Chao Lu – Mathematics
Liliana Marin – Physical Science
Jaime Millan – Physical Science
Willard Moody – English
Chris Sabino – Mathematics
Jeffrey Swigart – Mathematics
Loretta Visomirskis -- English
Matthew Williams – ESL
Allan Wilson – Physical Science

Advisors and Visitors Attending

Charles McSweeney -- Advising
Nick Pietrowski – Applied Sciences Intern

Absent

Farah Movahedzadeh -- Biology
Kurt Sheu -- Mathematics

Michael called the meeting to order at 3:04 pm in Room 1032 of Harold Washington College. Prior to the meeting Kurt sent his apologies. The committee reviewed the meeting minutes from 9/2. Jen motioned to approve the 9/2 minutes; Liliana seconded.

Notices and Announcements

Mike began the meeting by telling the AC about various conferences that are coming up. The Assessment Institute in Indianapolis is in late October but interested individuals must register by early October. Also, here in Chicago, we've got the NCA conference in April 2010. There is a possibility for financial support from administration for interested members though this is not at all set in stone.

QR

For the remainder of the meeting, and an hour after for a few AC members, the AC talked about the logistics for the QR assessment. Chris's main concerns had to do with 1) who should take the assessment and 2) how the assessment should be administered. In the past, most assessments have been limited to college level students. For instance, with the Humanities assessment, classes that were chosen all had a prerequisite of or concurrent enrollment with English 101. For the QR Assessment, Jen suggested that we still stick with non-ESL students given the reading on the assessment. The main discussion focused on whether or not to include pre-credit and development math students. The opinions varied and, in the end, there was a leaning toward including all math students though this was not unanimous. For one thing, if classes are volunteered, it is not easy to determine if a student is developmental or college level with respect to math. Also, many students wait until the end of their time at HWC to take math, so credits taken will not necessarily indicate level of mathematics. Also, about 80% of students are in or place into developmental math. Underlying this question were a few much deeper questions...What are we looking to assess with this assessment? What are we hoping to get out of this assessment? The simple answer would be that we're trying to assess the SLO's. This led to a longer discussion about goal of this assessment and future administrations of this assessment or modification for the future in terms of embedding it, or a longitudinal approach. For now, Chris is content with a snapshot, a feeler of sorts just to see where our students are at. To attempt to get some sort of baseline is a major goal since it has yet to be done outside of developmental classes (These classes are required to take the COMPASS test at the end of their courses. District and others have been collecting and analyzing this data.).

We next talked about the actual administration of the assessment given the tricky nature of distinguishing between

developmental and non-developmental. (Though if we include all math students, then this problem is non-existent though it would be nice to distinguish for comparative data purposes). The AC discussed an open assessment in which around week 11 or 12, we had a room or rooms staffed for several hours for students to come in and take the assessment. In this scenario, we would opt for a small incentive ($\leq \$5$ value). Mike will check with John Metoyer about the possibility of an incentive. The AC talked about how many students should be included and ways to market the assessment (e.g. posters, flyers, e-mails, Assessment Times, etc.). The AC also talked about using student id numbers or PeopleSoft to differentiate and/or choose students.

Overall, the discussion involved a majority of AC members, each with very valuable insights. To write everything that was said would take several pages given that we talked about this for 45 minutes. Regardless, it was a very valuable discussion and got us closer to making some important decisions about this assessment (and future assessments). In addition, the length of the discussion shows that the AC is very interested in the success of this assessment while not forgetting to keep myriad details in mind. The focus on the purpose of the assessment and the details and specifics of its administration is a fitting use of our abilities as a cross-curricular body. Mike, Chris and others have a lot to check before next week. They will check in then. In addition, the other agenda items will be put onto next week's agenda.

The meeting adjourned at 4:00.

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

Committee Chair – *Mike Heathfield, Applied Science*

Committee Vice Chair – *Todd Heldt, Library*

Committee Secretary – *Chris Sabino, Mathematics*

AGENDA

9-16-09

- Notices and Announcements
- Review 9/9 Minutes
- Meeting Time
- QR Assessment
- 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.

Harold Washington College Assessment Committee

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Committee Vice Chair – *Todd Heldt, Library*

Committee Secretary – *Chris Sabino, Mathematics*

Minutes

9-16-09

Members Attending

Jennifer Asimow – Applied Sciences
LaRhue Finney – English
Todd Heldt – Library
Chris Kabir -- Office of Research & Planning
Lynnel Kiely – Social Science
Chao Lu – Mathematics
Liliana Marin – Physical Science
Charles McSweeney -- Advising
Jaime Millan – Physical Science
Willard Moody – English
Nick Pietrowski – Applied Sciences Intern
Chris Sabino – Mathematics
Kurt Sheu -- Mathematics
Jeffrey Swigart – Mathematics
Loretta Visomirskis -- English
Matthew Williams – ESL
Allan Wilson – Physical Science

Advisors and Visitors Attending

John Metoyer – Office of Instruction

Absent

Margarita Chavez – FL/ESL
Michael Heathfield -- Applied Sciences
John Kieraldo – Library
Farah Movahedzadeh -- Biology

Todd, in Michael's stead, called the meeting to order at 3:06 pm in Room 1032 of Harold Washington College. Prior to the meeting Farah sent her apologies. The committee reviewed the meeting minutes from 9/9. Jeff motioned to approve the 9/9 minutes with some minor changes; LaRhue seconded.

QR

The AC continued to discuss various logistics for the QR Assessment. For instance, the AC discussed the possibility of a raffle instead of individual incentives. This would allow us to provide more substantial incentives such as iPods, iPhones, iTouches, portable dvd players, Wii's, etc... totaling about \$3000. John Metoyer gave tentative approval for this idea and the AC seemed to like this idea better than individual incentives. Chris K. suggested that AC members ask their students about the role that incentives would play in their decision to participate in an assessment.

Meeting Time

Prior to the meeting, Lynnel e-mailed the AC EC(Executive committee) asking about pushing up the start time for our meetings from 3 to 2:45. After careful discussion and a quick vote, the AC decided to keep the meetings at 3 since neither scenario truly benefited everyone.

Miscellaneous (Dissemination)

For a remainder of the full AC meeting, the AC discussed dissemination methods. The discussion centered around the following question. What can we do to disseminate information we've gathered? (a familiar discussion) This led to a discussion of what we've done, the impact it's had (for instance as a result of the Diversity Survey, a Diversity Committee was formed, diversity verbiage was put into syllabi and an requirement was formed). Liliana wondered about the possibility of an Assessment Week with various presentations on what we've done as has been previously done. Others talked about included information in the Assessment times, schedule, school newspaper, etc. Another question that was raised had to do with a return to the Meeting of the Minds. Todd wondered if we could have another to further flesh out the relationship between various committees, including CAST, Faculty Council, etc. and the AC. In addition, could we create a mechanism to keep track of changes that have occurred as a result of the dissemination of assessment data? Could we have a dissemination subcommittee? Jen suggested a "full-frontal" approach in which we employed a variety of media and techniques in order to make our information known. John M. also suggested that AC members could visit a chairs' meeting. Others talked about the idea of critical reflection and documentation of changes as a result of

assessment. This is something that could be nurtured during the tenure process to ensure that those faculty to whom tenure was granted are informed and comfortable with this type of act. Lynnel talked about the AC assessing itself by way of reaching out more, having more conversations about our efficacy, etc. Jen noted that the AC is large enough to be doing multi-dimensional work along the assessment cycle though the end-to-beginning part of the cycle has been lacking. The conversation boiled down to an increase in communication, but not with the so-called 'usual suspects' but with the entire HWC community. Over the coming weeks, we will flesh out/discuss this more.

The AC broke into subcommittees at 3:47 pm.

QR (Chao, Chris, Jeff)

The subcommittee looked at the pilot assessments that they had graded prior to the meeting along with the tentative schedule that Chris prepared. After careful consideration, after seeing the results, the subcommittee will make a few changes to the wording of a few of the assessment questions. The subcommittee will present this new draft to the AC next week of the week after. In the meantime, the subcommittee will attempt to solicit faculty volunteers via the same methods used previously. The discussion will continue next week.

GEL02 (Dave, LaRhue, Loretta, Willard)

The writing-assessment subcommittee discussed the method of the future writing assessments. The debate was about whether the Assessment Committee should base the assessment on students' essays and other writings that were completed for teachers' course work or get students to write an in-class essay on topics assigned by the Assessment Committee. *(Written by Willard)*

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

Committee Chair – *Mike Heathfield, Applied Science*

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Committee Secretary – *Chris Sabino, Mathematics*

AGENDA

9-23-09

- Notices and Announcements
- Review 9/16 Minutes
- QR Incentives Finalization
- QR Logistics, Methodology and Timeline
- Assessment Times
- Subcommittee time

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Fall 2009

The next AC meeting will be Wed. 9/30 at 3:00pm in room 1032.

Harold Washington College Assessment Committee

Committee Chair – *Mike Heathfield, Applied Science*

Committee Vice Chair – *Todd Heldt, Library*

Committee Secretary – *Chris Sabino, Mathematics*

Minutes

9-23-09

Members Attending

Jennifer Asimow – Applied Sciences
Margarita Chavez – FL/ESL
LaRhue Finney – English
Betty Harris – Social Science
Michael Heathfield -- Applied Sciences
Todd Heldt – Library
Chris Kabir -- Office of Research & Planning
Lynnel Kiely – Social Science
John Kieraldo – Library
Chao Lu – Mathematics
Liliana Marin – Physical Science
Charles McSweeney -- Advising
Jaime Millan – Physical Science
Willard Moody – English
Farah Movahedzadeh -- Biology
Nick Pietrowski – Applied Sciences Intern
Chris Sabino – Mathematics
Kurt Sheu -- Mathematics
Jeffrey Swigart – Mathematics
Loretta Visomirskis -- English
Matthew Williams – ESL
Allan Wilson – Physical Science

Advisors and Visitors Attending

Donyel Williams – Office of Instruction

Absent

Michael called the meeting to order at 3:03 pm in Room 1032 of Harold Washington College. The committee reviewed the meeting minutes from 9/16. Todd motioned to approve the 9/16 minutes with some minor changes; Jen seconded.

Dissemination (continuation of 9/16 discussion)

Mike showed the AC three choices for posters that would be displayed in classrooms. They would be a way for the AC to have a permanent classroom presence. The posters were designed by Heather Shevitz. The AC had a very positive response to the designs and as such had a hard time choosing just one. After some discussion, the AC decided to use all three around the building for variety's sake. The posters would be the AC's place to post current information. For example, in the coming weeks, the posters will house announcements pertaining to the QR assessment. The announcements would be strategically placed on the posters in an eye-catching way. Matt wondered who would be in charge of managing the information on the posters. The AC informally decided that the responsibility would be split amongst the AC with various members being responsible for a floor.

QR Incentive

Mike told the AC that we'd been approved for \$2500 for raffle prizes for the AC. The travel drives have been ruled out since the cost per drive is above \$5. The AC decided that there'd be a variety of raffle prizes (2 or 3 different items including iPods or iPod shuffles) for a total of 20 or so prizes. Since we're looking to assess around 600 students, this makes the chances of winning the raffle pretty good. We can use student id numbers to make sure students are all given an equal chance (i.e. no repeaters). This led to...

QR

a discussion about student id numbers and confidentiality. The AC had discussed using student id numbers to verify students' self-selection of their math history. Todd thought that we could number each assessment and link it to the student id numbers so the id numbers could be deleted. The logistics of this scenario were discussed further in subcommittees. Regardless, someone from the AC will talk to Keenan about confidentiality procedure in general. In

terms of the raffle, Jen thought that we could have a “fishbowl” from which we drew students’ names. Chris S. agreed and said that he could produce a ticket similar to the one used in the pilot. The ticket would serve a dual purpose. It would provide students with proof that they’d taken the assessment and the other half of it would be placed in the fishbowl for the raffle. The rest of the logistical discussion was tabled for subcommittees and next week.

Assessment Times (AT)

Todd told the AC that an issue of the Assessment Times will be created/released this semester. He needs volunteers to write various pieces. Some of the ideas that were presented were: Science Assessment, QR, Humanities, CCSSE at a glance, general updates, a political cartoon, a “Do you remember” piece, etc. This will be fleshed out over the coming weeks.

The AC broke into subcommittees at 3:44 pm.

QR (Chao, Chris, Jeff, Todd)

The subcommittee looked at a draft announcement to faculty to solicit volunteers and made some minor changes. The majority of the discussion centered around logistics for the assessments themselves. In the end, the subcommittee decided to keep the format of the assessment similar, review the demographic page and put forth some revisions of the actual wording of some of the questions. Chris presented these changes to the subcommittee. In addition, the subcommittee fleshed out Todd’s idea about numbering the assessment. Final details will need to be worked out next week.

Effective Writing (formerly GELO2) (Dave, LaRhue, Loretta, Willard)

The Effective Writing Subcommittee discussed the demographic information that we want from students who participate in the writing assessment, such as age, ethnicity, gender, number of hours earned at HWC, and so on. We also discussed whether we would use a past assessment from HWC or create a brand new assessment to assess effective writing. Two past assessments that we considered are the exit essays from the English Department and the Humanities essays from the Humanities Assessment. We did not reach a decision about the instrument to be used to assess effective writing.

(Written by Willard)

Science (Allan, Chris K., Farah, Jaime, Kurt, Liliana)

The subcommittee committee made a list of the things that need to be done in order to finish the EBAPs report. It includes the following items:

- 1) Write sentences interpreting the statistics (Chris K. and Kurt)
- 2) Write the interpretation of the item analysis (Jaime and Liliana)
- 3) Write conclusions and recommendations (entire subcom)
- 4) Finish the executive summary (Allan and Liliana)
- 5) Polish/Proofread Report (Allan, Liliana and Jaime)

Social Science (Betty, Lynnel, Matthew, Mike, Nick)

The subcommittee needs to finalize the SLO’s (there are 4 of them). In addition, they need to e-mail interested stakeholders to open up a line of conversation. They also will follow up on their initial work on how to assess in coming weeks.

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

Committee Chair – *Mike Heathfield, Applied Science*

Committee Vice Chair – *Todd Heldt, Library*

Committee Secretary – *Chris Sabino, Mathematics*

AGENDA

9-30-09

- Review 9/23 Minutes
- Assessment Schedule
- Faculty Council
- Assessment Wheel...
- CCTST in 2012?
- Assessment Posters Update/Logistics
- Science Assessment Update
- QR Assessment Update/Logistics
- AOB
- Subcommittee Time

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Fall 2009

The next AC meeting will be Wed. 10/7 at 3:00pm in room 1032.

Harold Washington College Assessment Committee

Committee Chair – *Mike Heathfield, Applied Science*

Committee Vice Chair – *Todd Heldt, Library*

Committee Secretary – *Chris Sabino, Mathematics*

Minutes

9-30-09

Members Attending

Jennifer Asimow – Applied Sciences
Michael Heathfield -- Applied Sciences
Todd Heldt – Library
Chris Kabir -- Office of Research & Planning
Lynnel Kiely – Social Science
John Kieraldo – Library
Chao Lu – Mathematics
Charles McSweeney -- Advising
Jaime Millan – Physical Science
Willard Moody – English
Farah Movahedzadeh -- Biology
Nick Pietrowski – Applied Sciences Intern
Chris Sabino – Mathematics
Kurt Sheu -- Mathematics
Jeffrey Swigart – Mathematics
Matthew Williams – ESL
Allan Wilson – Physical Science

Advisors and Visitors Attending

Absent

Margarita Chavez – FL/ESL
LaRhue Finney – English
Betty Harris – Social Science
Liliana Marin – Physical Science
Loretta Visomirskis -- English

Michael called the meeting to order at 3:05 pm in Room 1032 of Harold Washington College. The committee reviewed the meeting minutes from 9/23. Todd motioned to approve the 9/23 minutes; Lynnel seconded.

Assessment Wheel

Mike created an activity for each member of the AC to complete. The activity, essentially, asked each AC member to rate his/her level of comfort/satisfaction with a variety of tasks throughout the assessment cycle. Mike will analyze the results and share them with the AC soon.

Assessment Schedule

Mike brought the AC's attention to our schedule and how we perceive this playing out in the coming years. He reminded the AC that this was one of our strengths highlighted by in the HLC report. The committee will look more closely at the schedule in coming weeks.

Faculty Council

Mike congratulated Chris S. and Dave on their nomination and appointment to the Faculty Council.

Assessment Posters

Thanks to some quick work (24 hours) by David Locke, the Assessment posters have all been printed in color and are set to be laminated and put up within a week.

Floor Captains

Mike asked AC members to sign up to be floor captains for particular floors. Their purpose will be to keep AC announcements/flyers up to date on the larger Assessment posters. The list will be finalized, likely, by next week.

QR

We have been approved to give out, as raffle prizes, 10 iPod nanos and 20 iPod shuffles. In addition, Chris S. modified an old letter for soliciting faculty volunteers. Chris S., Mike, Todd and Willard will do some 'wordsmithing' and editing in order to get it into faculty members' hands by late this week or early next week.

Science Assessment Update

The report is 75-85% completed. Allan and Liliana are in the process of finishing the executive summary though the subcommittee is still discussing dissemination. Farah commented that the report could be modified to be included in a scholastic journal or a PowerPoint poster. Mike suggested that the results could be put on the video screen on the first floor or in the student newspaper. Mike posed an ongoing question. "How can we get what we found (from our assessment) to our local faculty?" This has been a common source of conversation over the past several years.

QR Logistics

Mike booked rooms 203 d/e for Assessment Week (Week 12). After some careful discussion, the AC decided that teachers who volunteer their sections will bring them down to the rooms rather than having AC members go to their classes to proctor. In the end, it was just less of a headache to have them come downstairs due to the fact that we need to sort students into cohorts based upon their math experience. To this end, the AC discussed various logistics with respect to keeping track of which students had taken the assessment. Nothing was set in stone. Mike will draft an e-mail to faculty. The e-mail and the letter will be sent late this week or next week. Also, the goal is to assess 800 students. Lynnel commented that faculty and students should be forewarned that the assessment needs to be completed without a calculator. We will make sure to mention this to the specific faculty volunteers when they receive their notification.

Assessment times (AT)

Todd, yet again, asked for volunteers to write various pieces for the upcoming AT. Tentatively, the AT will be released by week 10 or 11. Chris K. suggested an e-mail poll that asks faculty about the ways that they've used assessment data. In addition, the AT will include a summary of the executive summary of the EBAPS report. Also, this issue will include some preliminary analysis of the CCSSE's as well as an announcement/description of the QR assessment.

The committee broke into subcommittees at 3:48.

QR (Chao, Chris, Jeff, Todd): The subcommittee continued discussing logistics and the schedule. Also, as was discussed last week, some formatting will be revised for the actual physical assessment. In particular, for the open-ended questions, the subcommittee will include a "for office use only box" with numbers to bubble in. Therefore, the graders will be able to bubble in their scores so that they can be scanned. The subcommittee will discuss the logistics as they pertain to multiple graders and inter-grader reliability.

Science (Allan, Farah, Jaime, Kurt): The subcommittee discussed recommendations for the Science assessment report.

The meeting adjourned at 4:01 pm.

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

Committee Chair – *Mike Heathfield, Applied Science*

Committee Vice Chair – *Todd Heldt, Library*

Committee Secretary – *Chris Sabino, Mathematics*

AGENDA

10-7-09

- Review 9/30 Minutes
- Assessment Wheel Findings/Discussion
- Science Report Update
- Posters and Floor Captains
- Assessment Week Logistics (Faculty Volunteers, AC proctors, DAC)
- 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.

Harold Washington College Assessment Committee

Committee Chair – *Mike Heathfield, Applied Science*

Committee Vice Chair – *Todd Heldt, Library*

Committee Secretary – *Chris Sabino, Mathematics*

Minutes

10-7-09

Members Attending

Jennifer Asimow – Applied Sciences
Margarita Chavez – FL/ESL
LaRhue Finney – English
Michael Heathfield -- Applied Sciences
Todd Heldt – Library
Chris Kabir -- Office of Research & Planning
Lynnel Kiely – Social Science
Chao Lu – Mathematics
Liliana Marin – Physical Science
Jaime Millan – Physical Science
Willard Moody – English
Farah Movahedzadeh -- Biology
Nick Pietrowski – Applied Sciences Intern
Chris Sabino – Mathematics
Kurt Sheu -- Mathematics
Jeffrey Swigart – Mathematics
Loretta Visomirskis -- English
Matthew Williams – ESL
Allan Wilson – Physical Science

Advisors and Visitors Attending

Absent

Betty Harris – Social Science
John Kieraldo – Library
Charles McSweeney -- Advising
Dave Richardson -- Humanities

Michael called the meeting to order at 3:01 pm in Room 1032 of Harold Washington College. Prior to the meeting, Farah sent her apologies. The committee reviewed the meeting minutes from 9/30. Loretta motioned to approve the 9/30 minutes with a slight grammatical change; Liliana seconded.

Social Science Subcommittee

In an effort to accommodate schedules and make sure that their subcommittee work is completed, the Soc. Sci. subcommittee will meet concurrently with the AC for the next few weeks. As such, the Soc. Sci. Subcommittee was dismissed to work by themselves.

Assessment Wheel Results

Mike shared the results of the Assessment Wheel with the AC. AC members ranked 'Positive Production Meetings' and 'Administering Assessments' as their top two while 'Data Analysis' and 'Supporting Evidence based Change' were at the bottom. Mike commented that Chris K's presence on the AC will likely help to change the perception about Data analysis.

Science Report

Mike thanked the Science Subcommittee for all of their hard work. The report is now in its second draft. The subcommittee will discuss their next steps soon.

Miscellaneous

Mike suggested that we form a subcommittee with the sole purpose of brainstorming/organizing/implementing dissemination techniques. This was not set in stone but it will be revisited soon (in particular, once the Science report is finalized likely).

Posters/Floor Captains

Mike thanked the AC members (and Carrie Nepstad) who volunteered to be floor captains. He sent the list around once more to fill a few gaps. It will be finalized by next week. In addition, Todd suggested that we move from using transparencies on the posters to white paper so that they'll stand out more. The AC will consider this for the next rounds of posters though nothing is set in stone.

Assessment Week (AW) Logistics

Mike passed around a sign up sheet for proctors for rooms 203d/e during AW. In addition, Todd talked about us having additional advertisements on the 2nd floor. The AC agreed. Also, other AC members suggested advertising in the Herald, with SGA, on the 1st floor (a big poster and the TV).

Mike also asked the QR subcommittee to work steadily (and quickly) on a final copy of the Assessment to be sent to the DAC. The subcommittee will work on this before next week.

The AC then talked about continuing to “talk up” the assessment with students and faculty. In addition, Todd wondered if students would only take the assessment for the raffle prize. This led to a discussion about student motivation to take the assessment and their effort. Without stressing it, the AC, proctors, professors, etc. will need to convey to students that they are expected to give their best effort. Given our track record with the EBAPs and Humanities, we are optimistic that students will take this assessment seriously.

The AC broke into subcommittees at 3:28.

QR (Chao, Chris, Jeff): The subcommittee continued to tweak the assessment. In particular, they spent some time fine-tuning the demographic portion. They added a question that asked students about their current math course/eligibility. They will continue working on this up until next week’s meeting.

Effective Writing (LaRhue, Loretta, Willard): The Effective Writing Subcommittee discussed giving a survey to faculty, asking about the nature of the writing assignments for their courses. The Subcommittee wants to know what faculty look for in the assignments: content, grammar, spelling, and so on. The subcommittee is also pondering whether the English 101 exit essay for a future term might also serve as the effective writing assessment for the college. Therefore, the subcommittee will check the graduation hours of students in some English 101 classes to see how the students fit into 3 cohorts of graduation hours (for example, 0-15 hours, 16-30 hours, and 31 or more hours). The hope is that there will be a somewhat proportionate number of students in each of the three cohorts. *(by Willard)*

Social Science (Jen, Lynnel, Matthew, Nick): The subcommittee continued working on rewriting and developing the Social Science SLOs. They will continue this next week.

The meeting adjourned at 3:55 pm.

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

Harold Washington College Assessment Committee

Committee Chair – *Mike Heathfield, Applied Science*

Committee Vice Chair – *Todd Heldt, Library*

Committee Secretary – *Chris Sabino, Mathematics*

AGENDA

10-14-09

- Review 10/7 Minutes
- Assessment Times Update
- Finalize Poster Distribution
- Subcommittee Time (redistribution of ‘labour’)

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 – *Mike Heathfield, Applied Science*

Committee Vice Chair – *Todd Heldt, Library*

Committee Secretary – *Chris Sabino, Mathematics*

Minutes

10-14-09

Members Attending

Jennifer Asimow – Applied Sciences
Margarita Chavez – FL/ESL
LaRhue Finney – English
Michael Heathfield -- Applied Sciences
Todd Heldt – Library
Chris Kabir -- Office of Research & Planning
Lynnel Kiely – Social Science
Liliana Marin – Physical Science
Jaime Millan – Physical Science
Willard Moody – English
Farah Movahedzadeh -- Biology
Nick Pietrowski – Applied Sciences Intern
Dave Richardson -- Humanities
Chris Sabino – Mathematics
Kurt Sheu -- Mathematics
Jeffrey Swigart – Mathematics
Loretta Visomirskis -- English
Matthew Williams – ESL
Allan Wilson – Physical Science

Advisors and Visitors Attending

Absent

Betty Harris – Social Science
John Kieraldo – Library
Chao Lu – Mathematics
Charles McSweeney -- Advising

Michael called the meeting to order at 3:04 pm in Room 1032 of Harold Washington College. Prior to the meeting, Chao sent her apologies. The committee reviewed the meeting minutes from 9/30. Jeff motioned to approve the 10/7 minutes; Liliana seconded.

Social Science Subcommittee

In an effort to accommodate schedules and make sure that their subcommittee work is completed, the Social Science subcommittee will meet concurrently with the AC for the next few weeks. Last meeting, the subcommittee continued to revamp the Social Science SLOs. They feel good about them and will put the final touches on them before presenting the to the AC next week.

Miscellaneous

Mike announced that Carrie Nepstad, Janvier Jones and Tricia Perez (all from Applied Sciences) have applied to present at the HLC conference in the spring. They will discuss how the findings of the diversity assessment were used in classroom instruction. They may seek assistance from the AC.

Assessment Times (AT)

Todd showed the AC a draft of the AT. He asked for various individuals to submit pieces for this semester's issue in order to complete it. He asked Mike for information on the CCSSE, Liliana for a piece on the EBAPS, and Chris for a piece on the upcoming QR assessment. If all goes well, the AT will be out to HWC by Week 11 or earlier.

Dave wondered whether the AT should include a "heads-up" for faculty for a spring assessment. According to the AC schedule, the AC is slated to administer the Social Science assessment. Given the fact that the Social Sciences SLOs are just coming to the AC for approval, this may not be feasible. We will discuss this further next week.

Posters/QR Advertising

The next phase of advertising will likely occur next week. Chris K. relayed a message from Heather Shevitz about a timeline for posters and advertisements. Mike unveiled his plan, which includes good coverage of the 1st and 2nd floor with larger posters as well as more flyers around the building on each floor. In particular, it will occur in phases with the final

phase taking place a week or two prior to Assessment Week (Week 12).

The AC broke into subcommittees at 3:28.

QR (Chris, Jeff): The subcommittee continued to tweak the assessment. In particular, they spent some time fine-tuning the demographic portion. They looked at the formatting on the page and will ask Chris K. if it is acceptable. They also decided to grade the open-ended questions on a 2pt scale with ½ points possible. In some sense, it is, then, a 5 point scale but they chose 2 points to keep the numbers uniform throughout the assessment.

Effective Writing Subcommittee (EWS): (Dave, LaRhue, Loretta, Willard): The Effective Writing Subcommittee discussed giving a survey to faculty, asking about the nature of the writing assignments for their courses. The EWS wants to know what faculty look for in the assignments: content, grammar, spelling, and so on. The subcommittee is also pondering whether the English 101 exit essay for a future term might also serve as the effective writing assessment for the college. Therefore, the subcommittee will check the graduation hours of students in some English 101 classes to see how the students fit into 3 cohorts of graduation hours (for example, 0-15 hours, 16-30 hours, and 31 or more hours). The hope is that there will be a somewhat proportionate number of students in each of the three cohorts. *(by Willard)*

Social Science (Jen, Lynnel, Matthew, Nick): The subcommittee continued working on rewriting and developing the Social Science SLOs. They will present them next week.

QR Logistics (Allan, Margarita, Mike, Todd): The subcommittee sorted out the faculty volunteer forms and began looking at time slots. This will be finalized next week.

The meeting adjourned at 4:00 pm.

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

Harold Washington College Assessment Committee

Committee Chair – *Mike Heathfield, Applied Science*

Committee Vice Chair – *Todd Heldt, Library*

Committee Secretary – *Chris Sabino, Mathematics*

AGENDA

10-21-09

- Review 10/14 Minutes
- Social Science SLOs
- QR Assessment Review
- QR Assessment Logistics (Feedback/Choice on/of volunteered sections, AW staffing, Database, Posters)
- Spring Assessment
- 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 2009

The next AC meeting will be Wed. 10/28 at 3:00pm in room 1032.

Harold Washington College Assessment Committee

Committee Chair – *Mike Heathfield, Applied Science*

Committee Vice Chair – *Todd Heldt, Library*

Committee Secretary – *Chris Sabino, Mathematics*

Minutes

10-21-09

Members Attending

Jennifer Asimow – Applied Sciences
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
Charles McSweeney -- Advising
Jaime Millan – Physical Science
Willard Moody – English
Nick Pietrowski – Applied Sciences Intern
Chris Sabino – Mathematics
Kurt Sheu -- Mathematics
Jeffrey Swigart – Mathematics
Loretta Visomirskis -- English
Matthew Williams – ESL
Allan Wilson – Physical Science

Advisors and Visitors Attending

Chris Kabir -- Office of Research & Planning
Maggie Taylor – Library Intern

Absent

LaRhue Finney – English
Betty Harris – Social Science
Farah Movahedzadeh – Biology
Dave Richardson -- Humanities

Michael called the meeting to order at 3:02 pm in Room 1032 of Harold Washington College. Prior to the meeting, Farah sent her apologies. The committee reviewed the meeting minutes from 10/14. Allan motioned to approve the 10/14 minutes; Todd seconded.

Social Science SLOs

Lynnel distributed a draft of the Social Science SLO's that the subcommittee has been working on. After some discussion the following changes were considered. They will be put into place and the AC will review the document once more with the changes. At the top of the page it will say, "Upon completion of the general education requirements in Social Science, the student will be able to:

- 1) 1st outcome will read ...in oral and written form, and through the use of technology
- 2) 4th outcome will read ... as applied to the personal pursuit of a quality life

QR

Allan and Mike worked on the faculty volunteer schedule. In the end, they selected 64 sections. In total, 35-36 faculty volunteered. Even after considering that 60% of students from volunteered classes will take the assessment, the number of students taking the assessment will be around 1000. A discussion about logistics and what we'll tell faculty about the logistics was tabled until next week. Mike gave out the volunteer schedule. He will e-mail faculty once it is finalized (after AC looks it over).

With respect to proctors, Mike passed around the sign up sheet again. In addition, with respect to advertising, the 2nd poster will be put up this week. AC members are encouraged to continue "talking the assessment up" to the students. Also, tentatively, the funds for the iPods have been approved. AC homework is to look over the penultimate (hopefully) draft of the QR assessment, which Chris S. distributed. Also, in the coming weeks, given the low amount of volunteered upper level mathematics sections, the AC will attempt to attract more of these students to the assessment.

Spring 2010 Assessment

Next semester, assessment week will occur during Week 12 (4/12-4/17). Technically, Social Science is slated for next semester but this will rely upon an adoption of the SLO's, a development of the assessment and a pilot. Therefore, nothing is set in stone.

The meeting adjourned at 4:01 pm.

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

Harold Washington College Assessment Committee

Committee Chair – *Mike Heathfield, Applied Science*

Committee Vice Chair – *Todd Heldt, Library*

Committee Secretary – *Chris Sabino, Mathematics*

AGENDA

10-28-09

- Review 10/21 Minutes
- Assessment Times
- QR Assessment (Final) Review
- Assessment Week (Staffing, Schedule, Printing, Preparation [for/during next week's meeting])
- 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.

Harold Washington College Assessment Committee

Committee Chair – *Mike Heathfield, Applied Science*

Committee Vice Chair – *Todd Heldt, Library*

Committee Secretary – *Chris Sabino, Mathematics*

Minutes

10-28-09

Members Attending

Jennifer Asimow – Applied Sciences
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
Charles McSweeney -- Advising
Jaime Millan – Physical Science
Willard Moody – English
Farah Movahedzadeh – Biology
Nick Pietrowski – Applied Sciences Intern
Dave Richardson – Humanities
Chris Sabino – Mathematics
Jeffrey Swigart – Mathematics
Matthew Williams – ESL
Allan Wilson – Physical Science

Advisors and Visitors Attending

Chris Kabir -- Office of Research & Planning

Absent

LaRhue Finney – English
Betty Harris – Social Science
Kurt Sheu – Mathematics
Loretta Visomirskis -- English

Michael called the meeting to order at 3:04 pm in Room 1032 of Harold Washington College. Prior to the meeting, Kurt sent his apologies. The committee reviewed the meeting minutes from 10/14. Allan motioned to approve the 10/14 minutes; Liliana seconded.

Social Science SLOs

After adding a few commas to the outcomes, Chris S. motioned to vote on approving the Soc. Sci. SLO's; Willard seconded. The AC voted unanimously to approve the SLOs. Mike and others thanked the Soc. Sci. subcommittee (Chris K., Jenn, Lynnel, Matthew, Nick) for all of their hard work. Their next step is to find/create an assessment tool.

Assessment Times (AT)

Todd provided the AC with a draft of the AT to peruse. In particular, he was concerned with the section having to do with the CCSSE. The AC looked more deeply at this section and concluded that it seems just fine. Todd asked to AC to look at the draft carefully before he sends it to print. Chris S. will send Todd a current attendance roster so that he can list the AC members somewhere on the newsletter. In addition, Mike thought that the Assessment Week article should be featured given that it's coming up. After a few small grammatical/wordsmithing changes, the AT will be sent to print.

QR

After perusing the assessment tool, the AC is happy with it. Therefore, it will be sent to print. Chris S. will check with David Locke with respect to formatting. The hope is for each assessment to be numbered, preferably on each page.

As for logistics, the raffle/participation tickets will be printed before next week at which point the AC will frantically cut and perforate them (if all goes well). Next week, the AC will run through the actual assessment administration logistics. For one thing, at the assessment, the AC will have at least one laptop with a database. The purpose will be to keep track of students who have taken the assessment while sorting them into the predetermined cohorts based upon mathematical experience. So, next week the AC will run through all relevant logistics to fully prepare for a smooth assessment week.

Mike, Allan and others finalized the selections and times for the volunteer sections. Mike will e-mail them before next week. Mike thanked AC members for signing up for proctoring but mentioned that there are still a few potential troublesome time slots that he hopes AC members will be able to fill. He will resend the schedule with those potentially busy slots so willing individuals can sign up. Needless to say, the AC will have a lot to do next week.

The AC broke into subcommittees at 3:39.

Science (Liliana): The Science subcommittee now consists only of Liliana as she puts the finishing touches on the report.

QR (Chao, Chris, Jeff): The subcommittee tweaked the formatting of the raffle/participation ticket.

The Effective Writing Subcommittee: Dave Richardson and Willard Moody created a rubric for the effective writing assessment. The rubric has five categories (focus, organization, development, spelling/diction, and mechanics), and each category has a maximum of four points. (by Willard)

The meeting adjourned at 4:01 pm.

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

Harold Washington College Assessment Committee

Committee Chair – *Mike Heathfield, Applied Science*

Committee Vice Chair – *Todd Heldt, Library*

Committee Secretary – *Chris Sabino, Mathematics*

AGENDA

11-4-09

- Review 10/28 Minutes
- QR Assessment Week Preparations (Review procedures, computer data system/paper records, perforating certificates)

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 2009

The next AC meeting will be Wed. 11/18 at 3:00pm in room 1032.

Harold Washington College Assessment Committee

Committee Chair – *Mike Heathfield, Applied Science*

Committee Vice Chair – *Todd Heldt, Library*

Committee Secretary – *Chris Sabino, Mathematics*

Minutes

11-4-09

Members Attending

Margarita Chavez – FL/ESL
Michael Heathfield -- Applied Sciences
Todd Heldt – Library
John Kieraldo – Library
Chao Lu – Mathematics
Liliana Marin – Physical Science
Charles McSweeney -- Advising
Willard Moody – English
Farah Movahedzadeh – Biology
Chris Sabino – Mathematics
Jeffrey Swigart – Mathematics
Matthew Williams – ESL
Allan Wilson – Physical Science

Advisors and Visitors Attending

Chris Kabir -- Office of Research & Planning

Absent

Jennifer Asimow – Applied Sciences
LaRhue Finney – English
Betty Harris – Social Science
Lynnel Kiely – Social Science
Jaime Millan – Physical Science
Nick Pietrowski – Applied Sciences Intern
Dave Richardson – Humanities
Kurt Sheu – Mathematics
Loretta Visomirskis -- English

Michael called the meeting to order at 3:07 pm in Room 1032 of Harold Washington College. Prior to the meeting, Jaime sent his apologies. The committee reviewed the meeting minutes from 10/28. Allan motioned to approve the 10/28 minutes; Liliana seconded.

QR preparations

The majority of the official meeting time was focused on discussing logistics for the upcoming QR assessment. Here are some of the main points of discussion. Mike will recirculate the updated proctor list. Overall, we are well covered. The remaining pieces of advertisement will be up by Monday. The ipods have been ordered. With any luck, we'll have them in our possession in a few weeks. We next discussed various specific logistical aspects for the QR assessment. Mike has compiled class lists for each selected class in order to expedite the check-in process. In addition, there are sheets for walk-ins. Todd suggested using bar codes to further speed up the check-in process. This is something we will consider in the future since the technology is available to us. For this time, the database that Charles set up will be used to link each student with his/her assessment. It will also allow us to catch any duplicates; an error message will appear if we enter a student's information that is already in the database. The AC discussed the role of the faculty proctor in supervising his/her class though the AC was cognizant of the fact that individual instructions will define their own role in different ways. Mike handed out a detailed sheet describing the actual procedure for AC proctors.

Assessment Times (AT)

Todd told the AC that the AT was sent to print and will be circulated tomorrow.

The official meeting adjourned at 3:40. At that point, the AC looked at the database while others cut and perforated the raffle/participation ticket. The meeting became a work/troubleshooting/run-through session to fully prepare for assessment week.

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

Harold Washington College Assessment Committee

Committee Chair – *Mike Heathfield, Applied Science*

Committee Vice Chair – *Todd Heldt, Library*

Committee Secretary – *Chris Sabino, Mathematics*

AGENDA

11-18-09

- Review 1 1/4 Minutes
- Assessment Week Completion stats
- Feedback/Review of Assessment Week
- iPod raffle & prize distribution strategy
- Six good questions to ask our data
- 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 2009

The next AC meeting will be Wed. 11/25 at 3:00pm in room 1032.

Harold Washington College Assessment Committee

Committee Chair – *Mike Heathfield, Applied Science*

Committee Vice Chair – *Todd Heldt, Library*

Committee Secretary – *Chris Sabino, Mathematics*

Minutes

11-18-09

Members Attending

LaRhue Finney – English
Michael Heathfield -- Applied Sciences
Todd Heldt – Library
Lynnel Kiely – Social Science
John Kieraldo – Library
Chao Lu – Mathematics
Charles McSweeney -- Advising
Willard Moody – English
Farah Movahedzadeh – Biology
Chris Sabino – Mathematics
Jeffrey Swigart – Mathematics
Kurt Sheu – Mathematics
Loretta Visomirskis -- English
Matthew Williams – ESL
Allan Wilson – Physical Science

Advisors and Visitors Attending

Chris Kabir -- Office of Research & Planning

Absent

Jennifer Asimow – Applied Sciences
Margarita Chavez – FL/ESL
Betty Harris – Social Science
Liliana Marin – Physical Science
Jaime Millan – Physical Science
Nick Pietrowski – Applied Sciences Intern
Dave Richardson – Humanities

Michael called the meeting to order at 3:04 pm in Room 1032 of Harold Washington College. Prior to the meeting, Jen sent her apologies. The committee reviewed the meeting minutes from 11/4 with some minor revisions. Allan motioned to approve the 11/4 minutes; Lynnel seconded.

Assessment Week Statistics

Mike handed out the stats for the QR assessment. Over 1100 students completed the assessment. There were a small number of duplicate assessments; they were removed and handled appropriately. Mike thanked the AC for their hard work. Chris will provide an answer sheet for the assessment by the end of the semester for those sections that took the assessment. Mike already booked 203d/e for next semester in case we decide to have a similar set-up for assessment week in the spring. Overall, the AC agreed that the assessment went remarkably smoothly.

Raffle Drawing

The AC drew the raffles for the nanos and shuffles. They will be given out formally in a few weeks. Here are the winners.

Shuffles

Ariel Mejia	Frederick Jones
Reginald Stewart	Josue Saez
Teresita Cruz	Daniel Kimeu
Julio Juarez	Amanda Hoff
Marta Mendoza	Cydnee Kyle
Hector Rochell	Tamika Johnson

Sara Velasquez
Charles Dixon
Ernest Harris
Blanca Alatorne
Adam Roise
Jessica Robledo
Karen Cannon
Tad Lovell

Nanos

Ying Szeto
Wei Deng
Jenny Ramirez
Jesse Lopez
Kelly Miller
Arion White
Mary Kate Gale
Justin Yong
Ruben Ventura
Judy Johnson

What ?'s for the Data?

Mike broke the AC into small groups to talk about the QR assessment. Each small group came up with various questions that they thought were relevant with respect to the assessment. Chris collected these questions and the QR subcommittee will consider them in the analysis

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

Harold Washington College Assessment Committee

Committee Chair – *Mike Heathfield, Applied Science*

Committee Vice Chair – *Todd Heldt, Library*

Committee Secretary – *Chris Sabino, Mathematics*

AGENDA

12-2-09

- Review 11/18 Minutes
- Foundations of Excellence
- iPod Distribution 12/3
- Discussion of Spring 2010 Tasks
- Final Meeting – food?
- 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 2009

The next AC meeting will be Wed. 12/9 at 3:00pm in room 1032.

Harold Washington College Assessment Committee

Committee Chair – *Mike Heathfield, Applied Science*

Committee Vice Chair – *Todd Heldt, Library*

Committee Secretary – *Chris Sabino, Mathematics*

Members Attending

Jennifer Asimow – Applied Sciences
LaRhue Finney – English
Michael Heathfield -- Applied Sciences
Todd Heldt – Library
Chao Lu – Mathematics
Liliana Marin – Physical Science
Willard Moody – English
Chris Sabino – Mathematics
Jeffrey Swigart – Mathematics
Matthew Williams – ESL
Allan Wilson – Physical Science

Minutes

12-2-09

Advisors and Visitors Attending

Chris Kabir -- Office of Research & Planning
Nick Pietrowski – Applied Sciences Intern
Maggie Taylor – Library Intern
Donyel Williams – Office of Instruction

Absent

Margarita Chavez – FL/ESL
Betty Harris – Social Science
Lynnel Kiely – Social Science
John Kieraldo – Library
Charles McSweeney -- Advising
Jaime Millan – Physical Science
Farah Movahedzadeh – Biology
Dave Richardson – Humanities
Kurt Sheu – Mathematics
Loretta Visomirskis -- English

Michael called the meeting to order at 3:06 pm in Room 1032 of Harold Washington College. Prior to the meeting, Jaime sent his apologies. The committee reviewed the meeting minutes from 11/18 with an addendum of the assessment week stats prior to the meeting. Allan motioned to approve the 11/18 minutes; Jeff seconded.

Foundations of Excellence

Donyel Williams visiting the AC meeting to tell the AC about Foundations of Excellence, an organization that looks at college students' first year experience. HWC is going to look at how we're serving our "1st year" students. She will send information to interested members of the committee. In fact, she handed out brochures and encouraged AC members to become part of this initiative (or chair/co-chair one of the "dimensions"). The process is similar to accreditation in the work that will be done but, at the end, HWC will be given various suggestions for improving the 1st year experience. In particular, HWC is concerned with examining and improving graduation and retention rates. Part of this process, is an assessment of sorts for students that will be compared to 5 other institutions. For more information, go to <http://www.fyfoundations.org/>.

Miscellaneous

Mike passed out various announcements of upcoming assessment conference around the country in the spring. Interested AC members should contact Mike. Also, Mike gave out the national executive summary of the CCSSE for the AC to peruse.

iPod distribution

At 2:30 Thursday 12/3 in room 1031, the prizes for the QR assessment will be distributed. Almost all of the winners will be there.

Spring Tasks

The following is an informal list of the major tasks on slate for next semester. Subcommittees will be formed accordingly.

- QR assessment analysis

- Assessment committee policy manual/handbook
- Dissemination of Science assessment (also talk about uses of results)
- CCSSE results (dissemination and recommendations)*
- Outcomes for WAC (Effective Writing): (Willard and LaRhue have them written but have not presented them to the AC; They will present them early next semester.)
- Assess Social Science (pilot and administer full scale assessment) (This will require finding or creating a tool.)

* There was a conversation about CCSSE and its efficacy/relationship to the AC charge. In particular, several wondered whether it would be worthwhile in the future given its cost.

Next Week

Next week's meeting will be informal and a tying up of loose ends, perhaps. Mike will bring sticky pudding though Chris was hoping for figgy pudding. In fact, he won't go until he gets some.

The AC broke into subcommittees at 3:37. The QR subcommittee compared rubrics for various questions and discussed the logistics of grading the assessments. The other subcommittees will submit a summary of what they did before or during the review of these minutes.

The meeting adjourned at 3:04 pm.

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