

Harold Washington College Assessment Committee

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

AGENDA

1-28-09

- Review Minutes 12/3
- AC Terminology
- AC Schedule
- CCSSE
- Subcommittees
- Humanities/Science Assessment Status
- Analysis of (Departmental) General Education Outcomes and Assessments
- Criterion 3 Recommendations
- Other Business

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

Spring 2009

The next AC meeting will be Wednesday 2/4/09 from 3-4 pm in room 1040.

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

1-28-09

Members Attending

Domenico Ferri – Social Science
LaRhue Finney – English
Todd Heldt – Library
Anita Kelley – Business/CIS
Lynnel Kiely – Social Science
John Kieraldo – Library
Chao Lu – Mathematics
Liliana Marin – Physical Science
Jaime Millan – Physical Science
Willard Moody – English
Dave Richardson – Humanities
Chris Sabino – Mathematics
Kurt Sheu – Math
Jeffrey Swigart – Math
Matthew Williams – ESL

Advisors and Visitors Attending

George Bickford – Office of Instruction
John Hader – Office of Instruction

Absent

Margarita Chavez – FL/ESL
Michael Heathfield – Applied Sciences
Farah Movahedzadeh – Biology

Anita called the meeting to order at 3:03 pm in Room 1040 of Harold Washington College. Prior to the meeting, Mike and Farah sent their apologies for their absence. They had conflicting prior commitments. The committee reviewed the meeting minutes from 12/3. Willard motioned to approve the 12/3 minutes; Kurt seconded. In addition, the AC welcomed new members LaRhue Finney (English) and Jeffrey Swigart (Math) and our new statistician, Kurt Sheu (Math).

NCA Mock Visit and Criterion 3

Anita thanked the members of the AC for being a part of the mock visit. The biggest criticism was that we didn't talk enough. At several times, AC members waited for other AC members to speak. John Hader and Anita suggested that we just chime in when we know the answer to a question. After this, a general discussion of the mock visit and the upcoming visit ensued. In particular, the AC agreed that senior members should be present in addition to past members who are capable of answering 'historical' questions more competently than newer members. The NCA visit with the AC will occur the 1st week of March either on Monday or Tuesday. As such, AC will not meet that week at its usual time. With that said, as soon as the final draft is available AC members are urged to become familiar with the material in Criterion 3 that relates to AC.

Terminology

Another piece of constructive criticism from the mock visit and Dr. Lopez was the AC's lack of standard terminology with reference to our work. In particular, we used the words 'schedule', 'timeline', 'plan' and 'calendar' somewhat interchangeably. The AC agreed upon the following uses of these terms.

Timeline: This term will be used to refer individual assessments.

Plan: This term will be used to refer to our overall 3 year calendar.

Spring Assessment Schedule

The AC will likely administer the CCSSE in March (sometime between the 2nd and 4th week). The Math (Quantitative Reasoning [QR]) pilot was originally scheduled for the first week of March, but since that is NCA week, we will reschedule.

Subcommittees

Below is a list of the subcommittees for Spring semester.

Math: Chao, Chris, Jeff

Science: Jaime, Liliana

Social Science (Defns. and Outcomes): Dave, Lynnel, Matthew

Writing Across the Curriculum (WAC): LaRhue, Todd, Willard

Summer Projects

Dr. Lopez has agreed to pay stipends for various summer AC projects. Anita handed out a list of possible projects which the AC will peruse. AC members will let Anita know if they would like to take part in any of these projects. In addition, Dave suggested some websites that may be useful in our continued efforts to refine the way in which we analyze our data. Chris suggested that we have a group of AC members do general assessment research either during the semester in the form of a subcommittee or as a summer project. Nothing is set in stone.

Science and Humanities Assessment Data

Now that the final draft of the NCA report is complete, Keenan and Kurt will be able to look at the Science results. In addition, Kurt will work with Todd, Dave and Keenan in order to put the finishing touches on the Humanities data analysis for their report.

Evidence Based Change, Analysis of Data...

The committee discussed, essentially, closing the assessment loop. In other words, once we've administered an assessment and compiled/analyzed the data, where should it go next in order to lead to change. Anita had suggested that those assessments that are linked to a specific discipline or department (i.e. Humanities, Science, Social Science, Math, etc...) could be given to that department to analyze and use. Dave mentioned that this could be dangerous in that data could be skewed since they may be too close to the subject to do analysis. If we gave broad recommendations, though, this could serve the same purpose. Also, some assessments may be of interest to multiple departments. This was a lively discussion, and in the end, it seemed that the AC agreed to, for the moment, keep ownership of assessment information with the caveat that it is communicated to HWC and those particular departments in a productive way as has been our practice. As a result of this conversation, many members of AC agreed that it would be useful to have individuals from other institutions look at our assessment data.

Todd will take this idea to the Chicago-wide Assessment group that he is a part of. This, no doubt, will be a continued discussion (i.e. the idea of ownership of assessment data and the ability to use assessment data to enhance practice within departments and beyond.)

The meeting adjourned at 3:55 p.m.

Minutes Approved at the 2/4/09 Assessment Committee Meeting Motion to approve proposed by Jeff and seconded by Willard.
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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

2-4-09

- Review Minutes 1/28
- Diversity Survey Request
- Math (QR) Assessment AC Pilot

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 2009

The next AC meeting will be Wednesday 2/11/09 from 3-4 pm in room 1040.

Harold Washington College Assessment Committee

Committee Chair – *Anita Kelley, Business/CIS*

Committee Vice Chair – *Mike Heathfield, Applied Science*

Committee Secretary – *Chris Sabino, Mathematics*

Minutes

2-4-09

Members Attending

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

Advisors and Visitors Attending

Absent

Anita called the meeting to order at 3:03 pm in Room 1040 of Harold Washington College. The committee reviewed the meeting minutes from 1/28. Jeff motioned to approve the 1/28 minutes; Willard seconded.

Diversity Tool Request

Mike shared an e-mail from Carrie Nepstad in which the Erikson Institute requested the use of our Diversity tool. Dr. Aisha Ray, Research Professor at Erikson Institute has been researching diversity issues in early childhood. Erikson is searching for tools for a larger diversity research initiative. As such, they have requested the use of our diversity tool.

WAC (Writing Across the Curriculum)

Willard asked the committee about the timeline for the WAC subcommittee. In particular, if they form this semester what would they do since they are scheduled to develop objectives and outcomes this summer. (It is a tentative summer project.) This led to a lengthy discussion about the definition of WAC itself and, more importantly, how WAC fits into the entire General Education picture. Dave had asked this question in response to Willard asking Chris and other math faculty about the place that writing has in math. (After all, at the end of each course description is the line, 'writing assignments as appropriate...'.) In particular, the committee discussed where WAC lies in the grand general education scheme. This discussion was tabled until next week in order to allow

the committee time to complete the Math (Quantitative Reasoning) Assessment Pilot.

Miscellaneous

Anita announced that the NCA conference will take place March 12th. She asked the committee if anyone would like to attend.

The committee began the Math pilot at 3:20. As AC members were completing the pilot, some organic discussion about the assessment broke out. The committee will continue to discuss the assessment next week.

The meeting adjourned at 4:00 p.m.

Minutes Approved at the 2/11/09 Assessment Committee Meeting
Motion to approve proposed by John K. 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

2-11-09

- Review Minutes 2/4
- Diversity Tool Request (official approval)
- NCA visit prep
- WAC
- Systematic Documentation
- Website
- Math (QR) 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.

Spring 2009

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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*

Minutes

2-11-09

Members Attending

Domenico Ferri – Social Science
LaRhue Finney – English
Michael Heathfield -- Applied Sciences
Todd Heldt – Library
Anita Kelley – Business/CIS
Lynnel Kiely – Social Science
John Kieraldo – Library
Liliana Marin – Physical Science
Jaime Millan – Physical Science
Willard Moody – English
Farah Movahedzadeh – Biology
Dave Richardson – Humanities
Chris Sabino – Mathematics
Kurt Sheu – Mathematics
Jeffrey Swigart – Mathematics
Matthew Williams – ESL

Advisors and Visitors Attending

Absent

Margarita Chavez – FL/ESL
Chao Lu – Mathematics

Anita called the meeting to order at 3:02 pm in Room 1040 of Harold Washington College. The committee reviewed the meeting minutes from 2/4. John motioned to approve the 2/4 minutes; Liliana seconded.

Diversity Tool Request

The committee voted unanimously on allowing Erikson Institute to use our Diversity tool.

NCA Preparation

Next Wednesday, Dr. Lopez will meet with the AC in order to help us with some last minute preparations for the NCA visit in a few weeks. The homework before next week's meeting is for each AC member to read the final self study report. The NCA visit with the AC will take place Monday March, 2nd at 3 in room 1104.

WAC

The discussion over where WAC (Writing across the curriculum) belongs continued this week. In particular, Willard wondered whether we should be assessing writing in general vs. WAC. Lynnel, Chris and others mentioned that discipline specific writing may not be what we're looking to assess since students in, say, psychology, are using APA style whereas the typical General Education student may not need this skill. Todd wondered whether a WAC assessment could be embedded in specific courses. This could be a solution to a full-blown General Education assessment. Lynnel and others suggested that we merely assess that WAC is being assessed since it is part of each

course description. There may be data on this already and course syllabi may provide evidence as well. However, does WAC then exit the purview of the AC and, more importantly, are we talking assessment or evaluation? Willard will do a little bit more research on what has been done already and talk about it 2/25. In the end, nothing was set in stone.

Systematic Documentation

A flurry of e-mail had been sent prior this week's meeting about developing a template/database for departmental assessment information. This is not, technically, part of the AC charge and, as such, will be done by individuals in and out of AC. This falls more into the realm of Friday Labs. In the end, Todd said that he and others would create/provide this template. This led to a discussion about common components on the template, which led to a discussion about reliability and validity of assessments. Chris and others mentioned that it would be useful to provide departments and individuals with resources about the quantitative side of assessment (i.e. creating assessments that are reliable and valid, choosing statistically significant samples, analyzing assessment results). This should be a layperson's guide to the quantitative side of assessment. Chris and Todd tentatively agreed to create such a resource (or handbook) as a summer project. Nothing was set in stone.

AC Website

Mike told the AC that the website is up but is still in need of some modification and updating. He hopes to have it ready by next week for the AC to review.

Math (QR) Assessment

Chris told the committee that he has not completed looking at the results of the faculty pilot. He will give solutions and some preliminary results in a couple of weeks. The committee discussed the assessment in general and will continue the discussion in a few weeks.

Humanities Assessment Results

Kurt has been working on the statistical analysis of the Humanities assessment results. This led to a more general discussion about breaking our student population into acceptable cohorts for future assessment, like the Math Assessment. Also, we need to be wary about some of our conclusions. In particular, when comparing time spent as HWC and performance we have to take these results with a bit of trepidation since students here for only 1 semester may already have advanced degrees.

The meeting adjourned at 3:53 p.m.

Minutes Approved at the 2/18 Assessment Committee Meeting Motion to approve proposed by Todd and seconded by John M.

Harold Washington College Assessment Committee

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

AGENDA

2-18-09

- Review Minutes 2/4
- NCA visit prep (Dr. Lopez)
- Other Business

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

Spring 2009

The next AC meeting will be Wednesday 2/25/09 from 3-4 pm in room 1040.

Harold Washington College Assessment Committee

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

Minutes

2-18-09

Members Attending

Margarita Chavez – FL/ESL
Michael Heathfield -- Applied Sciences
Todd Heldt – Library
Anita Kelley – Business/CIS
Lynnel Kiely – Social Science
John Kieraldo – Library
Liliana Marin – Physical Science
Jaime Millan – Physical Science
Willard Moody – English
Farah Movahedzadeh – Biology
Dave Richardson – Humanities
Chris Sabino – Mathematics
Jeffrey Swigart – Mathematics
Matthew Williams – ESL

Advisors and Visitors Attending

Cecilia Lopez – Office of Instruction

Absent

Domenico Ferri – Social Science
LaRhue Finney – English
Chao Lu – Mathematics
Kurt Sheu – Mathematics

Anita called the meeting to order at 3:05 pm in Room 1040 of Harold Washington College. At the end of the meeting, the committee reviewed the meeting minutes from 2/11. Todd motioned to approve the 2/11 minutes; John M. seconded.

NCA Preparations

The majority of the meeting was spent talking about the upcoming NCA visit. Cecilia shared her knowledge of the process with the AC in hopes of answering our questions and preparing us for the visit. Cecilia presented a PowerPoint, which contained various highlights of what to expect in the process as well as useful definitions. In addition, the PowerPoint included a series of questions that the AC can expect during the visit. Cecilia hopes that the AC will have past and present members at the meeting with NCA to ensure that questions are answered by AC members with firsthand knowledge.

Cecilia mentioned a few specific points that all AC members should review before the visit. Each AC member should be clear about the most recent version of the charge and make sure that he/she rereads it before the visit. In particular, AC members should be aware of the relationship between the AC and departments (i.e. AC has an advisory role with departments, reviewing their assessment plans and providing suggestions, assuming they solicit our expertise). Cecilia reminded AC members to reread the self-study and ask any questions about it prior to the meeting. Also, Cecilia told the AC that the NCA group will have a variety of documents at their disposal with respect to AC. These documents include meeting minutes, the '06 progress report, the charge and other assessment related documents.

WAC

In response to reading last week's minutes, Cecilia asked AC to think about its role with respect to WAC. One approach that she mentioned was for AC to find to what extent faculty requires writing, since it does appear in each course description. Also, is the writing evaluated and, if so, how? Another angle would be for AC to help departments assess WAC. Nothing was set in stone but AC will surely continue discussing WAC.

The meeting adjourned at 4:00 p.m.

Minutes Approved at the 2/25/09 Assessment Committee Meeting Motion to approve proposed by Lynnel and seconded by Jeff.
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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

2-18-09

- Review Minutes 2/18
- Subcommittee Time (Social Science)
- NCA visit questions
- Plan for Distributing Humanities Data
- Website

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Spring 2009

The next AC meeting will be with NCA Monday 3/2/09 from 3-4 pm in room 1104.

Harold Washington College Assessment Committee

Committee Chair – *Anita Kelley, Business/CIS*

Committee Vice Chair – *Mike Heathfield, Applied Science*

Committee Secretary – *Chris Sabino, Mathematics*

Minutes

2-18-09

Members Attending

Margarita Chavez – FL/ESL
Domenico Ferri – Social Science
LaRhue Finney – English
Todd Heldt – Library
Anita Kelley – Business/CIS
Lynnel Kiely – Social Science
John Kieraldo – Library
Chao Lu – Mathematics
Liliana Marin – Physical Science
Jaime Millan – Physical Science
Willard Moody – English
Dave Richardson – Humanities
Chris Sabino – Mathematics
Kurt Sheu – Mathematics
Jeffrey Swigart – Mathematics
Matthew Williams – ESL

Advisors and Visitors Attending

Jennifer Asimow – Applied Sciences
Carrie Nepstad – Applied Sciences

Absent

Michael Heathfield -- Applied Sciences
Farah Movahedzadeh – Biology

Anita called the meeting to order at 3:00 pm in Room 1040 of Harold Washington College. Prior to the meeting Mike and Farah sent their apologies for not being able to attend. Anita welcomed Jen and Carrie to our meeting. They will be joining us for our NCA visit Monday. The committee reviewed the meeting minutes from 2/18. Lynnel motioned to approve the 2/18 minutes; Jeff. seconded.

NCA Preparations

The augmented AC (AC with past chairs Jen and Carrie) discussed the questions from Cecilia's PowerPoint about the upcoming NCA visit. Anita and Carrie reminded the AC to reread the report before Monday. The AC talked through most of Cecilia's questions in order to make sure that AC members were on the same page. For instance, there is historical information from years past that current members were not fully aware of. This meeting of the augmented AC helped to close the loop with the current AC while providing a nice AC history lesson. In particular, the charge came up again. As has been stated in the past, with respect to departmental assessment, the AC maintains an advisory role only when called upon. Departmental assessment is not in the purview of the AC unless a department requests our assistance, in which case we are charged to help in the capacity that they see fit. Our job is not to be an assessment watchdog for departments, but, rather, to be advisors on call. Friday Labs is meant to be a support group of sorts for departmental assessment. In addition, Jen and Dave talked about the term departmental assessment as encompassing dept. programs or concentrations, and to avoid confusion we could refer to these entities as units. Nothing was set in stone other than to agree that there are distinctions between different departments when we talk about departmental assessment. Also, in terms of what AC has done for departments, we have created assessments for Gen. Ed. objectives that are 'departmental' in nature (e.g. Humanities, EBAPS and the upcoming Math (QR) and Social Science). In addition, we have shared this data and closed the loop, though we are still refining our process of closing the loop efficiently and in a timely manner.

As an offshoot of this conversation, the AC reviewed AC's overall role with respect to faculty specific course objectives/outcomes, syllabi, etc... Dean Metoyer reiterated that this fits into the role of the Office of Instruction, though members of the AC could (and do) give advice in passing or if asked. In addition, Carrie pointed out that in the past AC (and other groups) has had workshops for such things. Also, we have modeled

the assessment process (defining SLO's, assessing them, analyzing data, distributing and using results) each time we have administered an assessment. Still further, in the past (and currently) we have provided our results to student groups in the form of reports, the Assessment times, meeting minutes and invitations to presentations.

All in all, the AC spent this meeting reacquainting itself with all we have done in the past several years. In addition, we talked about what we've learned over the past several years and where there's room for improvement. This was especially useful to members that have been with the AC for a short time.

'07/'08 Progress Report

Dave wondered whether the '07/'08 progress report had been officially adopted. Due to the fact that AC is still finalizing the Humanities and EBAPS reports it hasn't. Anita and others suggested that we move forward with the report and leave out these components until a later date in an addendum or the next report. The AC agreed. Dave pointed out that the "Whaddya know" poster campaign was left out of the '07/'08 report. Anita will check this, and add it if it's not there already. Chris will e-mail the most recent draft of the report to the AC and they will vote on accepting it tomorrow via e-mail. This will work well since AC members had already reviewed this report last and nothing much has changed since then. The vote will be open until Thurs. 2/26 at 4pm. Chris will tally the results and share the decision with Anita, Mike and the rest of the AC.

Social Science (S.S) Update

Domenico told the AC that a group of faculty members from Social Science are in the process of creating a thorough study of Social Science SLO's, connection between S.S classes, special events in the S.S department, etc. They would like feedback from AC. In particular, Domenico will sit down with Todd about the specifics for filling in the template (The template I'm referring to is the one we discussed a few weeks ago having to do with systematic documentation of departmental assessment plans.). Domenico will send this to AC for review.

The meeting adjourned at 4:00 p.m.

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

AGENDA

3-11-09

- Review Minutes 2/25
- Update on current projects (Math, CCSSE, HUMM, Science)
- Review Subcommittees (Social Science, CCSSE, etc.)
- Subcommittee Time

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Spring 2009

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Committee Secretary – *Chris Sabino, Mathematics*

Minutes

3-11-09

Members Attending

Margarita Chavez – FL/ESL

LaRhue Finney – English

Michael Heathfield -- Applied Sciences

Todd Heldt – Library

Anita Kelley – Business/CIS

John Kieraldo – Library

Liliana Marin – Physical Science

Jaime Millan – Physical Science

Willard Moody – English

Farah Movahedzadeh – Biology

Dave Richardson – Humanities

Chris Sabino – Mathematics

Kurt Sheu – Mathematics

Jeffrey Swigart – Mathematics

Matthew Williams – ESL

Advisors and Visitors Attending

George Bickford – Office of Instruction

Absent

Domenico Ferri – Social Science

Lynnel Kiely – Social Science

Chao Lu – Mathematics

Anita called the meeting to order at 3:04 pm in Room 1040 of Harold Washington College. Prior to the meeting Chao sent her apologies for not being able to attend. The committee reviewed the meeting minutes from 2/25. Todd motioned to approve the 2/25 minutes; LaRhue seconded.

Current AC Projects Progress

Quantitative Reasoning (QR) [Gen. Ed. Math]

Chris shared the results of the graded faculty pilots with the AC. The AC provided useful feedback, which was addressed during subcommittee time. The AC talked about the upcoming student pilot. In particular, they asked the usual question, which classes should be chosen? Should we choose non-math classes, developmental classes, etc...? In the end nothing was set in stone but the breaking of the student population into cohorts will be a major consideration in the planning. For instance, when we talk about developmental are we referring to developmental English or developmental Math? This assessment could be a useful assessment tool for the developmental Math program. This, or course, is speculation but, nonetheless, interesting to think about and likely to be revisited.

CCSSE

After many hours of hard work, Anita sent the student population data file to CCSSE in excel format. This needed to be done from scratch, which explains the hours of work involved in formatting. CCSSE dropped the developmental classes from the database. The CCSSE will take place either the last week of March or the 1st week of April right before spring break. Anita will send an e-mail to faculty forewarning them of the upcoming assessment.

HUMM

Kurt finished the analysis of the Humanities assessment data. Todd is currently in the process of fitting it into the report. Kurt and Todd will continue to discuss this during subcommittee time and let the AC know what they came up with.

Science

Once Kurt gets the data from Keenan he will begin analyzing it. First, due to losing Johnny in Research and Development, the assessments need to be scanned. George will check on the status of the scanning and ask if there is someone on the 11th floor assigned to this task. The scanning needs to be done in order for the analysis to begin.

Subcommittees

Anita asked whether there would be a Social Science subcommittee and, if so, who will be on it? The subcommittee will consist of Lynnel, Domenico and Matthew at least. They will not meet today, however. As for CCSSE, there will be no official subcommittee since much of the work for the assessment is done by CCSSE though some logistics may need to be ironed out by willing AC members.

Friday Labs

Todd (and Rosie) wondered whether there should be more official interaction between Friday labs and the AC. Citing the AC charge, AC maintains only a voluntary advisory role for department assessment whereas Friday labs is more of a workshop with the purpose of nurturing departmental and program assessment plans. Regardless, the AC generally agreed that there should be conversation between the two groups. This will be an agenda item for next week's meeting.

Website

Mike told the AC that the AC website is up and running. We will, projector pending, review it at next week's meeting.

The AC broke into subcommittees at 3:32.

Math/Science Subcommittee (Chris, Farah, Jaime, Jeff, Liliana)

The subcommittee reviewed the results of the faculty pilot while discussing possible modifications and logistics. In particular, they made sure that the questions adequately addressed the SLO's. Chris will do some editing before next week, hopefully, to present to the subcommittee for further refining.

WAC (Writing Across the Curriculum) (LaRhue, Matthew, Willard)

The committee talked about possibly surveying faculty and students about writing assignments in classes. In addition they discussed a tentative rubric for WAC along with possible prompts for a WAC assessment.

HUMMS (Anita, Dave, Kurt, Todd)

The subcommittee discussed some of the language in the final Humanities report.

Communication/CCSSE Logistics (Anita, John, Mike): authored by Mike Heathfield

(The subcommittee) discussed getting another issue of Assessment Times out before the end of the semester. (They) are aiming for end of April beginning of May for distribution. Suggested content areas were as follows:

1. Update progress on Math, Science, and Humanities Assessment progress
2. A recruitment piece for committee members for next semester
3. CCSSE update - we should have conducted the data collection so can report on this part of the process
4. A section on anything we can pull from the accreditation on assessment - not sure when we get anything written from HLC/NCA.... but sure there will be comments on assessment at HWC
5. A page given over to Departmental Assessment - Todd, Rosie and other - we plan on this being a 'standing' page for every Assessment Times - content decided by Friday Lab folk. We think this will support more linkage.

The meeting adjourned at 4:01 p.m.

Minutes Approved at the ***** Assessment Committee Meeting Motion to approve proposed by ***** and seconded by *****.
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Committee Chair – *Anita Kelley, Business/CIS*
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Committee Secretary – *Chris Sabino, Mathematics*

AGENDA

3-18-09

- Review Minutes 3/11
- Website
- Friday Labs
- CCSSE
- Subcommittee Time

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Spring 2009

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Committee Vice Chair – *Mike Heathfield, Applied Science*

Committee Secretary – *Chris Sabino, Mathematics*

Minutes

3-18-09

Members Attending

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

Advisors and Visitors Attending

Absent

Chao Lu – Mathematics
Dave Richardson – Humanities

Anita called the meeting to order at 3:02 pm in Room 1040 of Harold Washington College. Prior to the meeting Chao sent her apologies for not being able to attend. The committee reviewed the meeting minutes from 3/11. Lynnel motioned to approve the 3/11 minutes; John seconded.

Website

Mike and John gave the AC a tour of the new AC website. Mike thanked the ‘Johns’ (Kieraldo and Metoyer) for all of their hard work in putting the website together. Mike asked the AC to peruse the website to make sure that all of the information is correct and up to date. Any corrections or updates should be sent to Mike or John. The AC gave a few suggestions for modification. For one thing, the documents for our past assessments will be changed to pdf in order to make them more accessible to web surfers using a variety of platforms. In addition, the AC discussed a possible revising of the tabs at the top of the page. For instance, we could have an area on the website in which we highlight presentations by AC members as well as accolades for specific members and the AC in general. Also, we could have a tab focusing on evidence-based change. The AC also discussed the dual purpose of the website as a repository for past documents (i.e. an archive) and a window into current AC activities and progress.

Friday Labs

The AC’s conversation of the relationship between Friday labs and itself continued this week. Below is an excerpt from an e-mail from Rosie Banks about the relationship. I’ve included a majority of the text because it nicely mirrors the conversations we’ve been having in AC these past few weeks.

“On March 6th, I shared with those attending that one of the informal comments made by the peer review team was that there seemed to be miscommunication/lack of communication between the departmental assessment group (that’s us!) and the Assessment Committee.

We began to brainstorm ideas for remedying that problem. Here’s a summary of the comments:

** This is part of a larger problem of various committees not talking to one another. One example was the lack of communication between Curriculum Committee and Assessment folks. . . A potential solution was to have a section on the faculty/staff area of the website for electronic minutes to be stored for various committees that have college-wide impact or some such. I said I'd talk to Dennis Macklin about that possibility, using the information from the Committee Handbook.*

** We talked about Friday Labs becoming a subcommittee to the Assessment Committee. There was resistance to the idea of meeting weekly. There was also concern about the yin/yang atmospheres of Friday Labs/Assessment Committee respectively and how well that would work given the differences.*

** Another idea was to dedicate one meeting of the Assessment Committee a month to departmental assessment. This would maintain the monthly meeting of the Friday Labs, but incorporate it into the Assessment Committee.*

** Still, another idea was to strengthen the intergroup reporting between the two committees. While we do have at least one member who goes to both meetings, information does not seem to be traveling back and forth in the way that it could. Hence, the webpage of minutes idea.*

No resolution was reached, but the interest in reaching resolution was present. I gave the attendees, and now the entire Friday Labs group, a bit of homework. One thing that might help us gain clarity about what we do and why we do it vis a vis the Assessment Committee and might help us to figure out how to mend this communication breach is to identify our strategic and operational goals and to write out our mission.

So, I asked folks to do the following and bring it to the April 3rd meeting:

** Write out what you understand to be the mission of Friday labs. What is it that we do?*

** Write out what you would like to be the strategic goals of Friday Labs for the next year, the next 5 years, the next 10 years. What do you see us accomplishing in those time frames based on our mission?*

** Write out what you think would be appropriate operational goals of Friday Labs. Based on the strategic goals that you have identified, what steps must be taken to accomplish that?*

Just so that you know, I was recently informed that the Assessment Committee has been discussing how to mend the same breach. Because I am not available on Wednesday afternoons, I have invited interested Assessment Committee members to join us on April 3rd or to organize a special meeting of the minds specific to assessment so that we can reach a productive, satisfying, and clear resolution."

In a nutshell, we noted that there should definitely be conversation between the two groups in that our goals are aligned. To this end, we hope to increase the amount of sharing between the two groups. This led to a discussion of closing the loop in general with respect to making our voice heard at Faculty Council meeting, during Faculty Development week (CAST), as well as in our own departments. Speaking to the last point, we could invite department chairs to our meetings or give an assessment update at a chair's meeting. Nothing was set in stone. This discussion will be continue.

CCSSE

Anita distributed the list of classes that were randomly chosen for the CCSSE. The AC decided that the responsibility for administering the CCSSE is to be placed in the very capable hands of each individual instructor. AC will clarify instructions and make sure that we get the assessments back by the predetermined deadline. The AC decided to allow faculty to administer the CCSSE between weeks 11 and 15 (excluding Week 12 since it's spring break obviously). The tentative deadline for handing in the assessments will be the end of week 4/25. The logistics and dates will be fully ironed out next week.

The AC broke into subcommittees at 3:48.

Math/Science Subcommittee (Chris, Jaime, Jeff, Liliana)

The subcommittee continued to discuss possible modifications for the assessment. As a result of this

discussion, Jeff agreed to tackle the task of editing and pruning Part I (the survey portion) of the assessment. He will rewrite the questions so that each is either positive or negative so that we can code the answers effectively. In addition, he will attempt to cut a few questions that are repetitive or unnecessary. Liana agreed to send Chris the Science assessment questionnaire. Chao agreed to rewrite the multiple choice questions so that they each had the same number of choices. Chris will attempt to edit some ambiguous/awkward wording in the body of the assessment (instructions and particular questions).

WAC (Writing Across the Curriculum) (LaRhue, Todd, Willard)

The subcommittee discussed topics for WAC essays and a survey of students and faculty to discover how widespread WAC is in the disciplines.

Social Science (Domenico, Lynnel, Matthew)

Lynnel distributed the Social Science's Dept. Mission Statement (as approved by Dept. members) and two sets of SLO's yet to be officially approved by dept. members. The subcommittee briefly reviewed the existing approved SLO's for three areas as they appear in the new college catalog and discussed how the Social Science Dept. SLO's should somewhat resemble them in format and number.

The meeting adjourned at 4:00 p.m.

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

Harold Washington College Assessment Committee

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

AGENDA

3-25-09

- Review Minutes 3/18
- CCSSE
- Friday Labs
- Science Survey Processing
- 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 2009

The next AC meeting will Wednesday 4/1/09 from 3-4 pm in room 1040.

Harold Washington College Assessment Committee

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

Minutes

3-25-09

Members Attending

Margarita Chavez – FL/ESL
Domenico Ferri – Social Science
LaRhue Finney – English
Michael Heathfield -- Applied Sciences
Anita Kelley – Business/CIS
Lynnel Kiely – Social Science
John Kieraldo – Library
Liliana Marin – Physical Science
Jaime Millan – Physical Science
Chris Sabino – Mathematics
Kurt Sheu – Mathematics
Jeffrey Swigart – Mathematics
Matthew Williams – ESL

Advisors and Visitors Attending

Absent

Todd Heldt – Library
Chao Lu – Mathematics
Willard Moody – English
Farah Movahedzadeh – Biology
Dave Richardson – Humanities

Anita called the meeting to order at 3:03 pm in Room 1040 of Harold Washington College. Prior to the meeting Chao and Farah sent their apologies for not being able to attend. The committee reviewed the meeting minutes from 3/18. Jeff motioned to approve the 3/18 minutes; Kurt seconded.

CCSSE

Given that the CCSSE materials have yet to arrive, the assessment will be administered the two weeks after spring break. In the next few days, Anita will send out an e-mail to those instructors who were chosen and tell them the dates/expectations. Also, Anita matched AC members with instructors from their departments in order to facilitate the collection of the CCSSE's.

Science Survey Processing.

Currently interviews are underway for the position of Keenan's research assistant. This individual would have been the person to do the Science survey scanning. Since this person does not yet exist, and since we want to process these Science assessments as soon as possible, Dr. Lopez has agreed to provide a stipend to those AC members willing to complete the task. There are 881 surveys that need to be scanned. At approximately 5 minutes per survey, this could take up to 73 hours. Liliana and LaRhue volunteered to take on this task.

The AC broke into subcommittees at 3:14.

Communication (Anita, John, Mike)

The subcommittee revisited the Assessment Times issue and content. They hope to produce a new issue of the Assessment Times before the end of semester. They also talked about AC strategy overall and AC summer tasks.

Math (Chris, Jaime, Jeff, Kurt, Liliana)

The subcommittee perused the various edits of the QR Assessment from Chao, Chris, and Jeff. They will put the finishing touches on it next week. Chris proposed a different type of pilot since the CCSSE will require instructors to use their class time. He suggested that we set up an afternoon in which the assessment occurs. As an incentive for students, we can have a raffle or give each participant a small gift. The point of the student

pilot is to see whether or not the assessment is suitable and appropriate. Demographics and statistical significance are not as important for the pilot.

Social Science (Domenico, Lynnel, Matthew)

The subcommittee began working out a rough draft for Social Science SLO's and outcomes. They did this by determining various foci (or big ideas) that they wanted to measure. Here's an example.

4. Focus: Articulate knowledge and understanding of social science terminology.

SLO: Articulate understanding of social science terminology orally and in written form, and with the use of technology.

The meeting adjourned at 4:01 p.m.

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

AGENDA

4-1-09

- Review Minutes 3/25
- CCSSE
- Friday Labs
- Science Survey Processing
- 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 2009

The next AC meeting will Wednesday 4/15/09 from 3-4 pm in room 1040.

Harold Washington College Assessment Committee

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

Minutes

4-1-09

Members Attending

Margarita Chavez – FL/ESL
Anita Kelley – Business/CIS
Chao Lu – Mathematics
Lynnel Kiely – Social Science
John Kieraldo – Library
Liliana Marin – Physical Science
John Metoyer – Office of Instruction
Jaime Millan – Physical Science
Willard Moody – English
Farah Movahedzadeh – Biology
Chris Sabino – Mathematics
Kurt Sheu – Mathematics
Jeffrey Swigart – Mathematics

Advisors and Visitors Attending

Absent

Domenico Ferri – Social Science
LaRhue Finney – English
Michael Heathfield -- Applied Sciences
Todd Heldt – Library
Dave Richardson – Humanities
Matthew Williams – ESL

Anita called the meeting to order at 3:02 pm in Room 1040 of Harold Washington College. Prior to the meeting Mike sent his apologies for not being able to attend. The committee reviewed the meeting minutes from 3/25. Chao motioned to approve the 3/25 minutes; Liliana seconded.

CCSSE

Anita showed the AC the CCSSE materials. The e-mail to faculty will be sent within a few days. John M. agreed to send the e-mail to involved faculty. The AC discussed logistics and decided that the CCSSE will take place from 4/13 until 4/27. John M. agreed to let us use his office as a repository for completed CCSSE's. Anita will provide John M. with a checklist in order to facilitate the handling of the assessments. AC members will remind fellow faculty to actually complete the CCSSE during the 2-week window.

CDL

John M. told AC that CDL is in the process of trying to get accreditation. He asked the AC to provide any General Education SLO's that we have developed. This will help CDL develop an assessment plan, a key component in the accreditation process. This led to a brief discussion about which Gen. Ed. SLO's were completed and approved, and which ones weren't. Various AC members will send the Gen. Ed. SLO's. The catalog will have to be updated as well.

Math (QR) Assessment

Chris relayed to the AC that the Math subcommittee was hoping to have an 'open pilot' in which we choose a day in the next few weeks to administer the assessment. We can hold a small raffle to persuade students to attend. This will allow for no more loss of class time given that many instructors are giving class time for the CCSSE. Tentatively, the AC decided to have the pilot on Tuesday 4/21 at 2:00 assuming a room is available. Chris will check on this after the break. Also, Chris (or others in the subcommittee) will develop a flyer promoting the pilot.

The meeting adjourned at 3:53.

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

Harold Washington College Assessment Committee

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

AGENDA

4-15-09

- Review Minutes 4/1
- CCSSE Updates
- Math Assessment Update
- General Education Outcomes
- Officers
- 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 2009

The next AC meeting will Wednesday 4/22/09 from 3-4 pm in room 1040.

Harold Washington College Assessment Committee

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

Minutes

4-15-09

Members Attending

Margarita Chavez – FL/ESL
Todd Heldt – Library
Anita Kelley – Business/CIS
John Kieraldo – Library
John Metoyer – Office of Instruction
Jaime Millan – Physical Science
Willard Moody – English
Chris Sabino – Mathematics
Kurt Sheu – Mathematics
Jeffrey Swigart – Mathematics
Matthew Williams – ESL

Advisors and Visitors Attending

Absent

Domenico Ferri – Social Science
LaRhue Finney – English
Michael Heathfield -- Applied Sciences
Lynnel Kiely – Social Science
Chao Lu – Mathematics
Liliana Marin – Physical Science
Farah Movahedzadeh – Biology
Dave Richardson – Humanities

Mike called the meeting to order at 3:05 pm in Room 1040 of Harold Washington College in Anita's stead (Anita was coming from another meeting but arrived a couple minutes later.). Prior to the meeting Liliana sent her apologies for not being able to attend. The committee reviewed the meeting minutes from 4/1. Jeff motioned to approve the 4/1 minutes; John K. seconded.

CCSSE updates

There seem to have been a few logistical issues with the CCSSE letters. Some faculty received letters despite the fact that they did not receive surveys nor were they on the official list. Anita is working to correct these errors. The envelopes were created by the 'CCSSE staff' so the AC had no control of this aspect of the assessment.

QR (Math) Assessment

Anita confirmed that the AC is approved to provide a raffle for \$100, \$50 and \$25 gift cards to students participating in the pilot as long as the raffle is a surprise to the students. The committee tentatively agreed to have the pilot on 4/28 assuming the materials are ready. The AC proceeded to look at the revamped demographic survey and indirect assessment that the Math subcommittee has been working on. A few modifications were made during the meeting and a few of the survey prompts were discussed in great detail. The AC will revisit this next week after Chris makes some final (hopefully) changes.

General Education Outcomes

John M. told the AC that he received the Math and Science outcomes. He will check the course catalog to see if he still needs any others.

AC Officers

Anita asked if there were any nominations for the positions of Chair, Vice Chair and Secretary. Mike was nominated for Chair, Todd for Vice Chair, and Chris for Secretary. The positions are still open for nominations next week. The AC will vote next week, if necessary.

The AC broke into subcommittees at 3:48.

Math (Chris, Kurt, Jaime, Jeff): The subcommittee discussed the questions that the AC had commented on

during the meeting. They agreed to think about possible rewordings. In addition, Chris showed the subcommittee the modifications he had made with the direct assessment. The subcommittee was pleased with the changes. The subcommittee needs to find out from Keenan whether or not the bubbles for the answer choices are in the proper format. Lastly, the committee agreed that the student pilot will provide major insight into creating a rubric for the open ended questions.

WAC: (LaRhue, Todd, Willard): The subcommittee discussed the efficacy of assessment WAC. They tentatively agreed to focus on assessing Oral and Written Communication (the writing piece).

The meeting adjourned at 4:00.

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

Harold Washington College Assessment Committee

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

AGENDA

4-22-09

- Review Minutes 4/15
- CCSSE Updates
- Math Assessment Updates
- Officers
- 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 2009

The next AC meeting will Wednesday 4/29/09 from 3-4 pm in room 1040.

Harold Washington College Assessment Committee

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

Minutes

4-22-09

Members Attending

Margarita Chavez – FL/ESL
LaRhue Finney – English
Todd Heldt – Library
Anita Kelley – Business/CIS
John Kieraldo – Library
Liliana Marin – Physical Science
John Metoyer – Office of Instruction
Jaime Millan – Physical Science
Willard Moody – English
Farah Movahedzadeh – Biology
Dave Richardson – Humanities
Chris Sabino – Mathematics
Kurt Sheu – Mathematics
Jeffrey Swigart – Mathematics
Matthew Williams – ESL

Advisors and Visitors Attending

Keenan Andrews – Office of Research & Planning
Jashed Fakhrid-Deen – Faculty Council
Chris Kabir -- Office of Research & Planning

Absent

Domenico Ferri – Social Science
Michael Heathfield -- Applied Sciences
Lynnel Kiely – Social Science
Chao Lu – Mathematics

Anita called the meeting to order at 3:03 pm in Room 1040 of Harold Washington College. Prior to the meeting Mike sent his apologies for not being able to attend. The committee reviewed the meeting minutes from 4/15. Willard motioned to approve the 4/15 minutes; Liliana seconded.

Research and Planning

Keenan Andrews stopped by the AC meeting with some very good news. She has a new research assistant. His name is Chris Kabir. He will be working with the AC to help with our multitude of data. The AC gave him a warm welcome. He has a Bachelors degree in Psychology and experience in survey methods. It would be an understatement to say that the AC is very excited to be working with Chris K.

CCSSE

Prior to the meeting, Anita checked on the status of the CCSSE's. At this point, over half have been completed. Anita will attempt to pull a few more surveys together for those individuals who received letters but no assessments.

QR (Math) Assessment

Chris asked the AC if the Math subcommittee could make the final 'wordsmithing' edits and then share the changes with the AC overall. The AC agreed. Also, Chris said that, room pending, the pilot will occur either Thurs. 4/30 or Tues. 5/5. He will let the committee know next week.

AC Officers

By acclimation, Mike will be the new chair of the AC. Todd will be the vice chair, and Chris will continue as secretary.

The AC broke into subcommittees at 3:25.

Math (Chris S., Kurt, Jaime, Jashed, Jeff, Matthew): The subcommittee did some final 'wordsmithing' and came to a consensus on a few of the survey questions. In addition, Jashed suggested that we have some

students complete the survey first and the direct assessment second and others vice versa. The subcommittee agreed. Next week, the subcommittee will share the completed version of the assessment with the AC.

WAC: (Dave, LaRhue, Todd, Willard): The subcommittee discussed the number of students to assess for the second general objective (writing effectively), as well as the rubrics and the topics for the assessment.

Science: (Chris K., Farah, Jaime, Liliana): The subcommittee attempted to figure out the methodology and time for scanning and analyzing the science assessment data. Initially, they agreed upon training in the scanning process on Monday, April 27, 2009 at 2 pm. However, after the meeting, Chris K. could not make it and the scanning training was postponed. They will try again for Monday, May, 4, 2009. After the scanning of the 850 copies, Jaime and Liliana will try to analyze the data. In this respect, the subcommittee feels that Kurt should be involved (this could be discussed further with the group).

The meeting adjourned at 4:01.

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

AGENDA

4-29-09

- Review Minutes 4/22
- CCSSE Updates
- Math Assessment Updates
- Summer Projects
- 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 2009

The next AC meeting will Wednesday 5/6/09 from 3-4 pm in room 1040.

Harold Washington College Assessment Committee

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

Minutes

4-29-09

Members Attending

Margarita Chavez – FL/ESL
Michael Heathfield -- Applied Sciences
Todd Heldt – Library
Chao Lu – Mathematics
Anita Kelley – Business/CIS
John Kieraldo – Library
Liliana Marin – Physical Science
John Metoyer – Office of Instruction
Jaime Millan – Physical Science
Willard Moody – English
Farah Movahedzadeh – Biology
Chris Sabino – Mathematics
Kurt Sheu – Mathematics
Jeffrey Swigart – Mathematics
Matthew Williams – ESL

Advisors and Visitors Attending

Chris Kabir -- Office of Research & Planning

Absent

Domenico Ferri – Social Science
LaRhue Finney – English
Lynnel Kiely – Social Science
Dave Richardson – Humanities

Anita called the meeting to order at 3:06 pm in Room 1040 of Harold Washington College. The committee reviewed the meeting minutes from 4/22. Mike motioned to approve the 4/22 minutes; Chao seconded.

CCSSE

Anita told the committee that the CCSSE was completed. She, Mike and John M. will check the list against the envelopes that have been submitted.

QR (Math) Assessment

Chris told the committee that the Math pilot will occur Tuesday 5/5 from 2:30-3:30 in rooms 1001-1002. He showed the final draft of the assessment and survey to the committee. The committee accepted the draft with a few minor revisions which Chris will put into place before next week. Jeff agreed to create flyers to help advertise the assessment pilot. Chris thanked the Math subcommittee for all of their hard work in creating the assessment (Chao, Farah, Jaime, Jeff, Kurt, and Liliana). He will let the committee know about the results of the pilot next week.

Summer Projects

The AC discussed summer projects. They are tentatively the following:

- 1) Science Assessments: Input/Analysis (Kurt, LaRhue, and Liliana)
- 2) HW Assessment Practitioner's Guide (Chris, Kurt, Todd)
- 3) Social Science: SLO's and Assessment Search (Domenico (possibly), Lynnel, Matthew)

Based upon his availability, Chris K. will be aiding, possibly, all three groups.

The AC broke into subcommittees at 3:40.

Math (Jeff, Kurt, Chris S.): The subcommittee talked about final logistics for the Math assessment and made a few final tweaks.

The meeting adjourned at 4:00.

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

Harold Washington College Assessment Committee

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

AGENDA

5-4-09

- Review Minutes 4/29
- CCSSE Updates
- Math Assessment Pilot
- 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 2009

The next AC meeting will Fall 2009 semester TBA from TBA pm in room TBA.

Harold Washington College Assessment Committee

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

Minutes

5-6-09

Members Attending

LaRhue Finney – English
Michael Heathfield -- Applied Sciences
Todd Heldt – Library
Anita Kelley – Business/CIS
John Kieraldo – Library
Liliana Marin – Physical Science
John Metoyer – Office of Instruction
Jaime Millan – Physical Science
Willard Moody – English
Farah Movahedzadeh – Biology
Chris Sabino – Mathematics
Kurt Sheu – Mathematics
Jeffrey Swigart – Mathematics
Matthew Williams – ESL

Advisors and Visitors Attending

Chris Kabir -- Office of Research & Planning

Absent

Margarita Chavez – FL/ESL
Domenico Ferri – Social Science
Lynnel Kiely – Social Science
Chao Lu – Mathematics
Dave Richardson – Humanities

Anita called the meeting to order at 3:03 pm in Room 1040 of Harold Washington College. The committee reviewed the meeting minutes from 4/29. Mike motioned to approve the 4/29 minutes with revisions; Willard seconded.

CCSSE

A majority of the “CCSSE’s” were turned in/mailed. Anita received a return receipt confirming that our surveys had been received and are being processed.

Quantitative Reasoning

Chris reported on the previous day’s QR Pilot. Only a few students showed up for it. As a result the pilot will need to continue during summer session in hopes of getting a larger group of students to pilot the assessment. A general discussion about assessment logistics ensued stemming from Chris’s frustration of the poor turn out for the voluntary assessment. His hope is to infringe less upon instructor’s class time for the purpose of assessment. Also, an assessment like the QR provides only a snapshot. Chris and others wondered about the possibility of pre/post assessments for Gen. Ed. Todd reminded the AC of the possibility of embedded assessments as well. In addition, the AC talked about a possible survey for fellow faculty about their perceptions of the AC. For instance, what does the faculty at large think that the AC does?

Membership

The committee talked about its current membership and possible recruitment strategies. In addition, we discussed retention on the AC given that there has been some turn around as of late due to schedules and other factors such as tenure. The committee will revisit the charge concerning membership since some departments are more represented than others.

Science

Liliana and LaRhue have scanned over 25% of the Science assessments.

Miscellaneous

The AC talked about increasing the amount of presentation at conferences as well as publishing. This would be great press for the AC and may attract new members. At the very least, presentations and publishing would bring the AC into the spotlight at HWC, CCC and beyond

The meeting adjourned at 3:55.

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