

Assessment Committee

Harold Washington College



Committee Chair – *Michael Heathfield, Applied Science*

Committee Vice Chair – *Todd Heldt, Library*

Committee Secretary – *Jeffrey Swigart, Mathematics*

Agenda for 9/1/2010
3:00PM to 4:00PM in Room 1037

- Greetings and Welcome - 2 mins
- Approval of Minutes From 5/5/10 - 3 mins
- Update on summer work:
 - Annual Assessment Report - 1 min
 - Quantitative Reasoning Findings & Report - 1 min
 - Natural Science Data as Classroom Materials -1 min
 - Social Science Pilot - 15 mins
- Subcommittee Formation and Work Time - 30 mins
 - Social Science Assessment Preparation for Week 12
 - QR Report & Dissemination
 - CCSSE Dissemination - Refocus
 - Effective Writing Pilot for Week 12 of Spring 2011
- Report Out and Sub Record Sheets - 5 mins

(Next meeting will be 9/8/2010 from 3:00PM to 4:00PM in Room 1037.)

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.

Assessment Committee

Harold Washington College



Committee Chair – Michael Heathfield, Applied Science

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Minutes for 9/1/2010 (Approved)

3:00 PM to 4:00 PM in Room 1037

Members Attending

Jen Asimow – Applied Science
Jacqueline Cunningham – ELL WL
Anthony Escuadro – Physical Sciences
Michael Heathfield – Applied Sciences
Lynnel Kiely – Social Sciences
John Kieraldo – Library
Chao Lu – Mathematics
Charles McSweeney – Advising
Jaime Millan – Physical Sciences
Willard Moody – English
Farah Movahedzadeh – Biology
Dave Richardson – Humanities
Chris Sabino – Mathematics
Jeffrey Swigart – Mathematics
Loretta Visomirskis – English
Allan Wilson – Physical Sciences

Consultants/Visitors Attending

Chris Kabir – Research & Planning

Apologies

Todd Heldt – Library

Absent

LaRhue Finney – English
Vincent Wiggins – OIT

Opening:

- *Call to Order:* Michael called the meeting to order at 3:05 PM.
- *Approval of Last Meeting's Minutes:* The 5/5/2010 minutes were approved by committee vote after being motioned by Jen and seconded by Chao.

Miscellaneous Matters:

- *Switching to CAST Room:* Jen suggested we switch to the CAST room in 1046. Chris S., who manages this room as the chair of CAST, said he would look into this.
- *Congratulations:* Congratulations to Todd on his new child!
- *SS/Officers Meeting on 8/25/2010:* The Social Sciences subcommittee and the officers met the previous week. In attendance were Chao, Chris K., Ephrem Rabin (as our Blackboard consultant), Jeff, Loretta, Lynnel, Matthew, Michael, and Vincent. Lynnel presented the results of the pilot of the SS Assessment, administered electronically on Blackboard over the summer.
- *Annual Assessment Report:* Michael will discuss this at the next meeting.

Quantitative Reasoning Findings & Report: Chris S. passed around a scatterplot of data from the QR assessment showing that there was no correlation between confidence in math and the score on the assessment. Jen noted that there is significant research on the difference between perceived knowledge (confidence) and actual knowledge. Chris S. is still working on the final report and will get help from Kurt and Chris K. regarding the statistics. Farah suggested looking at comparable data from other schools.

Natural Science Data as Classroom Materials: Allan spoke about the work he and Juan Nunez have been doing on creating a series of activities to be used for English classes. These activities involve a scenario of an accident at a business, and students must analyze documents to hypothesize about the source of the accident. Michael added that this is part of the utility section of the circle of assessment.

Social Sciences Assessment Pilot: Lynnel summarized what she had spoken about at the SS/officers meeting the previous week, as described above. The pilot was implemented over the summer on Blackboard with about 100 students. Lynnel shared some student responses as well as statistics. Michael suggested that we should continue to separate questions on people's classes taken at HWC versus elsewhere so that we can see how we compare to other institutions. The actual assessment will be administered during Assessment Week in week 12. The following items were discussed:

- *Length of Assessment:* Willard suggested two essays instead of three.
- *Rubric:* Lynnel and others will be using the answers from the pilot in order to form a rubric. Michael suggested using the SOLO taxonomy (Structure of Observed Learning Outcomes).
- *Security:* How should we facilitate the process of students taking the assessment at the computer lab and/or at home in order to make sure no cheating or other issues are going on?
- *Sample Size:* Michael would like to get a sample of 1000.

Subcommittee Time: Subcommittees were formed for the new semester. The committee broke into subcommittees at 3:45 PM.

- *Social Sciences (Prep for Assessment in Week 12 of Fall 2010):* In attendance were Chao, Chris K., Chris S., and Jeff. The following are the tasks yet to be completed:
 - Form the rubric.
 - Decide whether to use 2 or 3 essay questions, possibly using a 2nd pilot to gauge time.
 - Decide on rules for administering the assessment in order to maintain security.
- *Quantitative Reasoning (Report and Dissemination):* In attendance were Chao, Chris K., Chris S., and Jeff. The following are the tasks yet to be completed :
 - Chris S.: Gather the already used rubrics, research the statistics from other schools, revisit what the AC originally wanted to learn from this assessment, look for what the lowest score questions were, and put together the final report.
- *CCSSE (Dissemination, Refocus):* In attendance were Anthony and Michael. They discussed what to do with the wealth of data, and how to focus on specifics within the general trends. The following are tasks yet to be completed:
 - Chris K.: Check on access to the CCSSE data.
 - Anthony: Look at how other institutions use CCSSE and compare to our focus, possibly considering national rankings as well.
- *Effective Writing (Prep for Pilot in Week 12 of Spring 2011):* In attendance were Dave, Farah, Jacqueline, Loretta, and Willard, with Jacqueline recording the notes. The following were the discussion topics:
 - What means would be used to administer the assessment.
 - Whether or not the assessment would include a reading prior to administering.
 - Whether the essay would be handwritten or typed.
 - Which classes or types of classes will be assessed.

The following decisions were made:

- A pilot will be administered to uncover potential challenges.
- The assessment will be a proctored typed essay with pre-reading provided.
- The SLO's and rubrics have been determined. (Reviewing and approval are pending.)

Closing:

- *Adjournment:* Michael adjourned the meeting at 4:08 PM.
- *Approval of This Meeting's Minutes:* These 9/1/2010 minutes were approved at the 9/8/2010 meeting by committee vote after being motioned by Loretta and seconded by Chris.

Assessment Committee

Harold Washington College



Committee Chair – *Michael Heathfield, Applied Science*

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Committee Secretary – *Jeffrey Swigart, Mathematics*

Agenda for 9/8/2010
3:00 PM to 4:00 PM in Room 1046

- Review of minutes 9/1/10 - 5 mins
- 2011 CHEA Awards Application - 5 mins
- Social Science Logistics Discussion - 20 mins
- Sub-Committee Time - 30 mins

(Next meeting will be 9/15/2010 from 3:00 PM to 4:00 PM in Room 1046.)

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.*

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Minutes for 9/8/2010 (Approved)

3:00 PM to 4:00 PM in Room 1037

Members Attending

Jacqueline Cunningham – ELL WL
Anthony Escudro – Physical Sciences
LaRhue Finney – English
Michael Heathfield – Applied Sciences
Lynnel Kiely – Social Sciences
Chao Lu – Mathematics
Jaime Millan – Physical Sciences
Willard Moody – English
Farah Movahedzadeh – Biology
Chris Sabino – Mathematics
Jeffrey Swigart – Mathematics
Loretta Visomirskis – English
Allan Wilson – Physical Sciences

Apologies

Jen Asimow – Applied Science
Todd Heldt – Library
Vincent Wiggins – OIT

Absent

John Kieraldo – Library
Charles McSweeney – Advising
Dave Richardson – Humanities

Consultants/Visitors Attending

Chris Kabir – Research & Planning

Opening:

- *Call to Order:* Michael called the meeting to order at 3:04 PM.
- *Approval of Last Meeting's Minutes:* The 9/1/2010 minutes were approved by committee vote after being motioned by Loretta and seconded by Chris S.

CHEA 2011 Awards Application: Cecilia Lopez suggested to Michael that our institution apply. Lynnel agreed since our self study is still fresh right after accreditation. The whole committee agreed, and the application deadline is October 29th, 2010.

Social Science Logistics Discussion:

- *Target:* Which students should we target? Willard suggested that we sample college level courses only, not developmental courses, and everyone agreed. Loretta suggested we target students who have taken social science courses, but Michael stated that many students take social science courses at other schools. Lynnel said we could target some higher level social science courses to make sure we get a sampling of those students.
- *Assessment Week:* The social science assessment will be implemented this semester in week 12 on Blackboard. The computer labs already reserved. Michael will create time line. Lynnel and the social sciences subcommittee will discuss whether or not to allow students to take the assessment on Blackboard at home.
- *CDL Classes:* Chris K. suggested we also sample CDL and hybrid classes. Farah suggested that there should be a question on the assessment stating what delivery-type of course the student is in. Michael agreed that it would be good to be able to say we assessed all delivery types of classes.

Michael suggested that the social sciences subcommittee discuss any other potential issues regarding how to implement the assessment to CDL and hybrid courses

- *Miscellaneous Matters:* Lynnel suggested that we seek help from Ephrem Rabin. Michael reminded us that we cannot depend on walk-in students since we had so few of them last year for the quantitative reasoning assessment.

Subcommittee Time: Work in subcommittees began at 3:40 PM.

- *Social Sciences (Prep for Assessment in Week 12 of Fall 2010):* In attendance were Allan, Anthony, Chris K., Chris S., Jaime, Jeffrey, Lynnel, and Michael. The following are tasks yet to be completed:
 - Michael: Hard copies of invitation letters for faculty volunteers for the assessment.
 - Lynnel: Rubric and practice on sample responses.
 - Subcommittee Time Next Week:
 - Timeline for implementation.
 - Decide on whether to use two or three essay questions.
- *Effective Writing (Prep for Pilot in Week 12 of Spring 2011):* In attendance were Farah, Jacqueline, La Rhue, Loretta, and Willard. The following were the discussion topics:
 - December 2009 learning outcomes for writing portion of assessment. SLO's were limited to three.
 - The decision regarding the final rubric was tabled because initial SLO's.
 - The indirect measure survey prior to the actual assessment administration was brought back to the table.

The following are tasks yet to be completed in subcommittee time next week.

- Decide on SLO's.
- Decide on final rubric.
- Discuss indirect measures.

Closing:

- *Adjournment:* Michael adjourned the meeting at 4:02 PM.
- *Approval of This Meeting's Minutes:* These 9/8/2010 minutes were approved at the 9/15/2010 meeting by committee vote after being motioned by Chris S. and seconded by Charles.

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Agenda for 9/15/2010
3:00 PM to 4:00 PM in Room 1046

- 1) Minutes of 9/8/10 - 5 mins
- 2) SOLO Taxonomy: judging quality and quantity - 10 mins
- 3) Grading Social Science narrative answers - 20 mins
- 4) Sub-Committee time - 25 mins

(Next meeting will be 9/22/2010 from 3:00 PM to 4:00 PM in Room 1046.)

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3:00 PM to 4:00 PM in Room 1046

Members Attending

Jen Asimow – Applied Science
Margarita Chavez – WL
Jacqueline Cunningham – ELL WL
Michael Heathfield – Applied Sciences
Todd Heldt – Library
Lynnel Kiely – Social Sciences
Chao Lu – Mathematics
Charles McSweeney – Advising
Jaime Millan – Physical Sciences
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Chris Sabino – Mathematics
Kamran Swanson – Humanities
Jeffrey Swigart – Mathematics
Loretta Visomirskis – English
Vincent Wiggins – OIT
Allan Wilson – Physical Sciences

Absent

John Kieraldo – Library
Dave Richardson – Humanities
Anthony Escuadro – Physical Sciences
LaRhue Finney – English

Apologies

(none)

Consultants/Visitors Attending

Chris Kabir – Research & Planning

Opening:

- *Call to Order:* Michael called the meeting to order at 3:04 PM.
- *Approval of Last Meeting's Minutes:* The 9/8/2010 minutes were approved by committee vote after being motioned by Chris S. and seconded by Charles.

Ephrem at Assessment Week: Michael shared that he spoke to Ephrem Rabin, and he will be available during Assessment Week to help with any Blackboard issues that arise.

SOLO (Structure of Observed Learning Outcome) Taxonomy: Michael gave everyone a handout on the SOLO Taxonomy. The committee discussed whether or not it would aid in the writing of the rubric for the Social Science Assessment.

Rubric for Social Science Assessments: Lynnel then passed out some sample answers from the Social Science Pilot Assessments for us to grade as a group with a previously made rubric. The following are the highlights of the discussion, and the issues brought up should be further discussed and worked out by the Social Sciences Subcommittee.

- How should writing competency issues be addressed? Should the rubric address these?
- The committee agreed that the grading team should be cross-discipline.

- How should the issue of reliability be dealt with? If two graders are far apart, should a third read it? If one of the graders deviates far from the others, should that score be thrown out?
- Should the rubric be general or exhaustive?
- Should the SOLO Taxonomy be used as an aid in writing the rubric?

Subcommittee Time: Work in subcommittees began at 3:40.

- *Social Sciences (Led by Lynnel) (Prep of Social Sciences Assessment for Fall 2010):*
In attendance were Allan, Charles, Chris K., Jaime, Lynnel, and Vincent. The following are tasks yet to be completed:
 - Finish the rubric, tailoring it for each specific question on the assessment and using SLO language in the rubric categories.
 - Make a timeline of what needs to be done before the assessment.
- *Assessment Week Logistics (Led by Michael) (Prep of Assessment Week for Fall 2010):*
In attendance were Chris S., Jeff, Margarita, Michael, and Todd. The following were the results of the meeting:
 - Michael shared the invitation letter and timeline that he had drafted. He will make final edits and have these ready for next week's meeting.
- *Effective Writing (Leader Yet to Be Determined) (Prep of Pilot for Spring 2011):*
In attendance were Farah, Jacqueline, Kamran, Loretta, and Willard. The following were the results of the meeting:
 - At next week's meeting, Willard will present the SLO's for the effective writing assessment.

Closing:

- *Adjournment:* Michael adjourned the meeting at 4:02 PM.
- *Approval of This Meeting's Minutes:* These 9/15/2010 minutes were approved at the 9/22/2010 meeting by committee vote after being motioned by Todd and seconded by Jen.

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Agenda for 9/22/2010
3:00 PM to 4:00 PM in Room 1046

- 1) Notices: 15th Annual Assessment Fair - Proposals - 5 minutes
- 2) Minutes of September 15th meeting - 5 minutes
- 3) Effective Writing SLO's: Discussion and Approval - 15 minutes
- 4) Social Science Classroom Posters: Vote and Selection - 5 minutes
- 5) Subcommittee membership, tasks and timelines - 5 minutes
- 6) Subcommittees

(Next meeting will be 9/29/2010 from 3:00 PM to 4:00 PM in Room 1046.)

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Minutes for 9/22/2010 (Approved)

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Members Attending

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Margarita Chavez – WL
Jacqueline Cunningham – ELL WL
LaRhue Finney – English
Michael Heathfield – Applied Sciences
Todd Heldt – Library
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Kamran Swanson - Humanities
Jeffrey Swigart – Mathematics
Allan Wilson – Physical Sciences

Absent

Anthony Escudro – Physical Sciences
Vincent Wiggins – OIT

Apologies

Charles McSweeney – Advising
Chris Sabino – Mathematics
Loretta Visomirskis – English

Consultants/Visitors Attending

Chris Kabir – Research & Planning

Opening:

- *Call to Order:* Michael called the meeting to order at 3:05 PM.
- *Approval of Last Meeting's Minutes:* The 9/15/2010 minutes were approved by committee vote after being motioned by Todd and seconded by Jen.

Assessment Fair: The 15th Annual Assessment Fair is at Heartland Community College in Normal IL on Friday, February 25th, 2011. Michael encouraged the Social Science Subcommittee to present.

Effective Writing SLO's: The Effective Writing Subcommittee presented the SLO's for the writing portion of the General Education Requirements. These SLO's were approved by committee vote after being motioned by Dave and seconded by Chao. The following are the SLO's that were approved:

- Student Learning Outcomes for the Writing Portion of the General Education Requirements: The student will be able to:
 - 1.) Compose texts across multiple disciplines and for various audiences, occasions, and purposes;
 - 2.) Construct texts for communication, information, and expression which adhere to the rules of Standard Written English;
 - 3.) Compose texts that are focused, well-organized, and well-developed.

The following are issues for the subcommittee to later discuss:

- The committee discussed whether or not students should be able to use technology as they write.
- Is handwriting quality important?
- What are the environmental implications of using technology versus using paper?
- Are we assessing first drafts or final drafts?

Social Science Assessment in Week 12: Michael shared signs he had made to advertise for Assessment Week. The committee voted on which were the best.

Subcommittee Time: Work in subcommittees began at 3:35 PM.

- *Social Sciences (Led by Lynnel) (Prep of Social Sciences Assessment for Fall 2010):*

In attendance were Allan, Charles, Chris K., Jaime, Lynnel, and Vincent.

The following were the discussion topics:

- The appropriate number of categories on the rating scale of the assessment.
- Fine-tuning the language of the rubric.

The following are tasks in progress of being completed:

- Finalize questionnaire edits and update blackboard. (Chris K., Ephrem, Lynnel)
- Send assessment to DAC.
- Discuss and draft grading rubric, recruit grading team, and formulate resources needed.
- Discuss timeline for data analysis and report writing, and decide who is going to do this.
- Formulate all resources needed, including dissemination strategies and products.

- *Assessment Week Logistics (Led by Michael) (Prep of Assessment Week for Fall 2010):*

In attendance were Chao, Chris S., Jeff, Margarita, Michael, and Todd.

The following were the discussion topics:

- Edited the invitation letter for faculty for Assessment Week.
- Chose signs for advertising for Assessment Week.

The following are tasks in progress of being completed:

- Classroom Poster One: Finalize, print and circulate.
- Get 2 lobby banners made. (Mike, with help from David Locke and Heather Shevitz)
- Circulate request for faculty volunteered sections. (Mike)
- Communicate with departments about Assessment Week.
- Target faculty in specific Social Science classes, making individualized requests.
- Allocate volunteer sections to 404 lab. (Allan)
- Lobby Poster One and Classroom Poster 2.
- Selection letters to chosen faculty.
- Get Committee members to staff computer room during Assessment Week.
- Work with Vincent to ensure lab is ready for week. (Mike & Vincent)
- Final reminders, posters, emails.
- Monitor student participation numbers, recruit faculty, and reorganize schedule. (Mike)

- *Effective Writing (Leader Yet to Be Determined) (Prep of Pilot for Spring 2011):*

In attendance were Farah, Jacqueline, Kamran, Loretta, and Willard.

The following were the discussion topics:

- Decided on a 3-point rubric to assess writing.
- Discussed methodology of the assessment (in-class writing, in-lab writing, take-home, etc.) but could not reach a final decision.

The following are tasks in progress of being completed:

- Finalize student learning outcomes.
- Discuss and agree simple, effective methodology for data collection.
- Discuss and present to AC sampling ideas.
- Formulate process and logistics for Spring 2011 pilot, and present plan to committee.

- *Miscellaneous Matters (Michael):*

The following are tasks in progress of being completed by Michael:

- Assessment Committee Report 2009-2010
- CHEA 2011 Award – Create and submit application by October 29th.
- Formalize ‘new’ charge and relationship to Faculty Council.
- Establish procedures for Assessment Committee products, when they become ‘official’ and how they should be circulated.
- Follow up on completion of summer tasks and special assignment payments.
- Prepare, way in advance, special assignments for holiday work over the break for social science analysis and writing specifically.

Closing:

- *Adjournment:* Michael adjourned the meeting at 4:05 PM.
- *Approval of This Meeting’s Minutes:* These 9/22/2010 minutes were approved at the 9/29/2010 meeting by committee vote after being motioned by Willard and seconded by John.

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Agenda for 9/29/2010
3:00 PM to 4:00 PM in Room 1046

Reminder: Please read the draft of the Annual Assessment Report before the meeting.

- 1) Sub-committee time -30 mins
- 2) Approval of minutes - 5 mins
- 3) Review of Annual Assessment Report Draft - 15 mins
- 4) PR and preparation for Social Science Assessment - 5 mins

(Next meeting will be 10/6/2010 from 3:00 PM to 4:00 PM in Room 1046.)

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Members Attending

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Loretta Visomirskis – English
Allan Wilson – Physical Sciences

Absent

Jen Asimow – Applied Science
Jacqueline Cunningham – ELL WL
Anthony Escudro – Physical Sciences
LaRhue Finney – English
Vincent Wiggins – OIT

Apologies

Chris Sabino – Mathematics

Consultants/Visitors Attending

Chris Kabir – Research & Planning

Opening:

- *Call to Order:* Todd called the meeting to order at 3:05 PM.
- *Approval of Last Meeting's Minutes:* The 9/22/2010 minutes were approved by committee vote after being motioned by Willard and seconded by John.

Formation of Dissemination Subcommittee: Todd announced the formation of a new Dissemination Subcommittee, for the purpose of quickly and fully disseminating the results of the work of the Assessment Committee throughout HWC.

Subcommittee Time: Work in subcommittees began at 3:15 PM and ended at 3:35 PM.

- *Social Sciences (Led by Lynnel) (Prep of Social Sciences Assessment for Fall 2010):*
 - Attendance: Allan, Charles, Chris K., Jaime, Lynnel.
 - Discussion:
 - Reduced from three to two essay questions.
 - Considering adding a third question on the pertinence to contemporary society, which applies to a second SLO that is being tested.
 - Current Tasks:
 - Final revision of the test questions. (Lynnel, by next week)
 - Final revision of the rubric. (The subcommittee, at next week's meeting)

- *Assessment Week Logistics (Led by Michael) (Prep of Assessment Week for Fall 2010):*
 - Attendance: Jeff, Margarita, Michael.
 - Current Tasks:
 - Distribute faculty invitation letters: delegated among committee members.
 - Put up posters to advertise: delegated among committee members.
- *Effective Writing (Prep of Pilot for Spring 2011):*
 - Attendance: Dave, Farah, Kamran, Loretta, Willard.
 - Discussion: The subcommittee worked with the rubric and agreed on a 16-point rubric with a 3-point scale. The 3-point scale will be defined as follows: 3 = very competent, 2 = competent, 1 = below competent, 0 = unsatisfactory. This scale will apply to the first four categories, which the fifth category of mechanics will be evaluated as 1 = adequate and 0 = not adequate. The overall standards and categorizations will be defined as follows: 15-16 = very competent, 12-14 = competent, 8-11 = below competent, x<8 = not competent.
- *Dissemination (Led by Todd) (QR, CCSSE, Handbook, Website):*
 - Attendance: Chao, John, Todd.
 - Discussion: The subcommittee talked about the Assessment Times and decided who would write what. Topics of this issue of the Assessment Times will include Assessment Week, CCSSE, the QR Report, and the Policy Manual. Michael suggested that we emphasize how hard the Assessment Committee multitasks on many things at once. The subcommittee also discussed the status of the Policy Manual, which is awaiting final editing, and the QR report, which is in progress.
 - Current Tasks:
 - Get QR Report and associated stakeholder materials produced. (Chris S.)
 - Pre-Assessment Week 'Assessment Times' created, approved and circulated. (Todd, with help from committee members)
 - Produce findings artifacts from CCSSE relevant to current debates about student success. (Todd, with help from Anthony and Chris K.)
 - Finalize 'print-ready' Assessment Handbook. (Todd, with help from Chris S. and Heather Shevitz)
 - Circulate Handbook to relevant stakeholders. (Todd)
 - Update website with all new Assessment Artifacts. (Todd)

Annual Assessment Report for 2010: The committee suggested the following changes:

- Changed wording of working with Social Sciences Subcommittee.
- Talk more about the future of using incentives.
- Talk about planning to speak at conferences.

The committee also discussed strategies for disseminating the final report throughout HWC.

Assessment Week Planning: The committee made the following suggestions:

- Invite all faculty, even if we are only going to choose some to participate.
- Ask president Metoyer to send an email invite to all faculty.
- Put banners on the escalators.
- Put announcements in the Herald, on the electronic board in the lobby, and on the HWC webpage.

Closing:

- *Adjournment:* Michael adjourned the meeting at 4:05 PM.
- *Approval of This Meeting's Minutes:* These 9/29/2010 minutes were approved at the 10/6/2010 meeting by committee vote after being motioned by Chris S. and seconded by Todd.

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Agenda for 10/6/2010
3:00 PM to 4:00 PM in Room 1046

- 1) Minutes of September 29th
- 2) Formally approve Annual Assessment Report
- 3) Discuss and establish procedure for dissemination
- 4) The 'Evidence Group' - committee approval
- 5) Lynnel & Mike's HLC proposal submitted
- 6) CCSSE request for inclusion in 2011 - decision
- 7) Assessment Week preparation update
- 8) Subcommittee Time

(Next meeting will be 10/13/2010 from 3:00 PM to 4:00 PM in Room 1046.)

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Minutes for 10/6/2010 (Approved)

3:00 PM to 4:00 PM in Room 1046

Members Attending

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Margarita Chavez – WL
Jacqueline Cunningham – ELL WL
Anthony Escuadro – Physical Sciences
Michael Heathfield – Applied Sciences
Todd Heldt – Library
Lynnel Kiely – Social Sciences
John Kieraldo – Library
Charles McSweeney – Advising
Jaime Millan – Physical Sciences
Willard Moody – English
Farah Movahedzadeh – Biology
Chris Sabino – Mathematics
Jeffrey Swigart – Mathematics
Loretta Visomirskis – English
Allan Wilson – Physical Sciences

Absent

LaRhue Finney – English
Dave Richardson – Humanities
Kamran Swanson – Humanities
Vincent Wiggins – OIT

Apologies

Chris Kabir – Research & Planning
Chao Lu – Mathematics

Consultants/Visitors Attending

Opening:

- *Call to Order:* Michael called the meeting to order at 3:05 PM.
- *Approval of Last Meeting's Minutes:* The 9/29/2010 minutes were approved by committee vote after being motioned by Chris S. and seconded by Todd.

Annual Assessment Report: Michael is still editing, and so discussion is tabled until next week.

Ad Hoc Group on Evidence of Good Teaching: Carrie Nepstad is forming an informal ad hoc group where for faculty to discuss evidence of good teaching. Carrie especially wants support from Assessment Committee and CAST. Todd shared that he hopes this group will share the content of their meetings with other faculty. Jackie shared that this may be like a sister committee that complements our work. The Assessment Committee as a whole agreed that we support and endorse this great idea.

Upcoming Conferences: Michael and Lynnel have submitted a proposal to speak about the Social Science Assessment at the Higher Learning Commission conference in April of 2011 in Chicago. They will also consider submitting a proposal for the Assessment Fair at Heartland Community College in February of 2011 in Normal, Illinois. Jen noted that it could be a good practice for the HLC conference.

CCSSE 2011: Michael shared that he received a recruitment email for the 2011 CCSSE cohort. The committee decided not to take up this opportunity for 2011, to focus on the data we already have.

Dissemination Procedures: Michael asked about the procedure for where our documents should go next after we approve them. In the past, approved documents have gone to the Vice President of Academic Affairs. The committee agreed at the very least that documents should stay within our institution until full approval has been given by our college administration. Only then can documents move on to other colleges and the general public on our website.

Assessment Week Advertising: Committee members have been putting signs up in classrooms, and Michael is working on bigger banners and signs.

Proctoring for the Social Science Assessment: Lynnel asked if we should allow faculty to set up their students to take the assessment outside of class without being proctored. She noted that this would add to our numbers and be very convenient for students and faculty. Jen expressed concern that non-proctored students may get friends or family to help them while taking the assessment. Lynnel shared that since we trust students in online classes to take exams non-proctored, we may be able to trust students for this assessment. Todd suggested separating the data of the proctored versus the non-proctored students. Michael suggested that the Social Science subcommittee discuss this issue further.

Subcommittee Time: Work in subcommittees began at 3:45 PM and lasted until the end of the meeting.

- *Social Sciences (Led by Lynnel) (Prep of Social Sciences Assessment for Fall 2010):*
 - Attendance: Allan, Charles, Jaime, Lynnel.
 - Discussion: The subcommittee looked at the potentially final version of the rubric and decided that it was pretty good. Next week, the subcommittee members will grade sample responses to check for consistency in grading.
- *Assessment Week Logistics (Led by Michael) (Prep of Assessment Week for Fall 2010):*
 - Attendance: Jeff, Margarita, Michael.
 - Discussion: Assessment committee members should offer personal invitations to as many faculty as possible. Also, the signs look good and are successfully going up in classrooms.
- *Effective Writing (Prep of Pilot for Spring 2011):*
 - Attendance: Farah, Jacqueline, Loretta, Willard.
 - Discussion: The subcommittee members discussed the survey for the Effective Writing Assessment. They looked at three different potential surveys and decided to try to combine them into one assessment. They will continue to read the potential questions from these surveys and discuss them further next week.
- *Dissemination (Led by Todd) (QR, CCSSE, Handbook, Website):*
 - Attendance: Anthony, Chris S., John, Todd.
 - Discussion: The subcommittee discussed the Assessment Times as well as dissemination strategies that allow for wide access while maintaining official and professional demeanor.
 - Current Tasks:
 - Article on CCSSE Findings (Anthony and Chris S.)
 - Article on the Social Science Assessment (John)
 - Article on the Quantitative Reasoning Assessment (Chao and Chris S.)
 - Article on the Assessment Committee Policy Manual (Chris S. and Todd)
 - Article on Effective Writing (Todd)

Closing:

- *Adjournment:* Michael adjourned the meeting at 4:05 PM.
- *Approval of This Meeting's Minutes:* These 10/6/2010 minutes were approved at the 10/13/2010 meeting by committee vote after being motioned by Chris S. and seconded by Jen.

Assessment Committee

Harold Washington College



Committee Chair – *Michael Heathfield, Applied Science*

Committee Vice Chair – *Todd Heldt, Library*

Committee Secretary – *Jeffrey Swigart, Mathematics*

Agenda for 10/13/2010
3:00 PM to 4:00 PM in Room 1046

- 1) Minutes of October 6th meeting - 5 mins
- 2) Update on faculty volunteer numbers for Assessment Week - 10 mins
- 3) Update on Assessment Week Logistics & Preparation - 5 mins
- 3) Sign-up for Assessment Week staffing - 10 mins
- 4) Holiday/Spring special assignments - 5 mins
- 5) Sub-Committees - 25 mins

(Next meeting will be 10/20/2010 from 3:00 PM to 4:00 PM in Room 1046.)

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.*

Assessment Committee

Harold Washington College



Committee Chair – Michael Heathfield, Applied Science

Committee Vice Chair – Todd Heldt, Library

Committee Secretary – Jeffrey Swigart, Mathematics

Minutes for 10/13/2010 (Approved)

3:00 PM to 4:00 PM in Room 1046

Members Attending

Jen Asimow – Applied Science
Margarita Chavez – WL
Jacqueline Cunningham – ELL WL
Michael Heathfield – Applied Sciences
Todd Heldt – Library
Lynnel Kiely – Social Sciences
Charles McSweeney – Advising
Jaime Millan – Physical Sciences
Willard Moody – English
Farah Movahedzadeh – Biology
Chris Sabino – Mathematics
Kamran Swanson - Humanities
Jeffrey Swigart – Mathematics
Loretta Visomirskis – English
Allan Wilson – Physical Sciences

Absent

Anthony Escudro – Physical Sciences
LaRhue Finney – English
Dave Richardson – Humanities
Vincent Wiggins – OIT

Apologies

John Kieraldo – Library
Chao Lu – Mathematics

Consultants/Visitors Attending

Chris Kabir – Research & Planning

Opening:

- *Call to Order:* Michael called the meeting to order at 3:06 PM.
- *Approval of Last Meeting's Minutes:* The 10/6/2010 minutes with minor edits were approved by committee vote after being motioned by Chris S. and seconded by Jen.

Assessment Week Updates:

- *Volunteer Status:* So far, 1740 students have volunteered. In the past, we have observed that about 60% of volunteering students actually show up, and 60% of 1740 is 1044 students. Our goal is 1000, and so we are currently at our goal.
- *Issue of Proctoring:* Michael shared that a few faculty have volunteered their classes to take the assessment outside of class time non-proctored. Lynnel has talked to Ephrem Rabin, who has set up Blackboard to make this possible.
- *Issue of Receipts:* The Logistics Subcommittee and Social Science Subcommittee will together decide on a way to give students receipts to show that they took the assessment.
- *Staffing:* Michael asked for volunteers for proctoring the computer lab while students are taking the assessment. The proctors will have clear instructions as well as a copy of the assessment so that they can help answer students with any issues.
- *Computer Labs:* Room 404 has 75 spaces reserved for Assessment Week. Instructors that teach in rooms with computers can simply do the assessment in their own room. Instructors can also allow students to do the assessment remotely.

Special Assignments: Special assignments for holiday break must be completed very soon.

Subcommittee Time: Work in subcommittees began at 3:25 PM and lasted until the end of the meeting.

- *Social Sciences (Led by Lynnel) (Prep of Social Sciences Assessment for Fall 2010):*
 - Attendance: Allan, Charles, Chris K., Jaime, Lynnel.
 - Discussion:
 - Talked about whether Blackboard assessments would become available too early and students would accidentally take it before their class was scheduled. Lynnel will talk to Ephrem Rabin to see what the options are.
 - The data will be separated by proctored versus non-proctored assessments.
 - How will students be prevented from taking the assessment more than once? Receipts, either hard copy or electronic, will be given to students.
 - Final edits on the wording of the assessment are being made.
- *Assessment Week Logistics (Led by Michael) (Prep of Assessment Week for Fall 2010):*
 - Attendance: Chris S., Jeff, Margarita, Michael, Todd.
 - Discussion:
 - Receipts, either hard copy or electronic, will be given to students after they take the assessment.
 - Michael will collect the faculty volunteer envelopes on Friday. Allan will then use them to form a volunteer schedule.
 - Committee members should personally invite faculty. Chris S. will send an email to mathematics faculty.
- *Effective Writing (Prep of Pilot for Spring 2011):*
 - Attendance: Farah, Jacqueline, Jen, Kamran, Loretta, Willard.
 - Discussion:
 - In favor of adapting the social science survey for the writing assessment, but still deliberating between three different surveys.
 - Discussed the benefit of all assessments following a similar template. Perhaps the social science model can continue to be used for future assessments.
 - Willard shared a survey draft, and the subcommittee discussed and edited it.

Other Work Being Done Outside of Committee Time:

- John K and Todd are working on updating the committee's website for minutes and other things.
- Michael is working on the CHEA award application.

Closing:

- *Adjournment:* Michael adjourned the meeting at 4:04 PM.
- *Approval of This Meeting's Minutes:* These 10/13/2010 minutes were approved at the 10/20/2010 meeting by committee vote after being motioned by Chris S. and seconded by Loretta.

Assessment Committee

Harold Washington College



Committee Chair – *Michael Heathfield, Applied Science*

Committee Vice Chair – *Todd Heldt, Library*

Committee Secretary – *Jeffrey Swigart, Mathematics*

Agenda for 10/20/2010
3:00 PM to 4:00 PM in Room 1046

- 1) Minutes of October 13th meeting (5 mins)
- 2) Vote to approve finalized Annual Assessment Report (5 mins)
- 3) Communication Tree - Jeff (5 mins)
- 4) Assessment Week Volunteered Sections - (10 mins)
- 5) Staffing Assessment Week - again (5 mins)
- 6) Sub-Committee Time - (30 mins)

(Next meeting will be 10/27/2010 from 3:00 PM to 4:00 PM in Room 1046.)

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.*

Assessment Committee

Harold Washington College



Committee Chair – Michael Heathfield, Applied Science

Committee Vice Chair – Todd Heldt, Library

Committee Secretary – Jeffrey Swigart, Mathematics

Minutes for 10/20/2010 (Approved)

3:00 PM to 4:00 PM in Room 1046

Members Attending

Jen Asimow – Applied Science
Margarita Chavez – WL
Michael Heathfield – Applied Sciences
Todd Heldt – Library
Lynnel Kiely – Social Sciences
John Kieraldo – Library
Chao Lu – Mathematics
Charles McSweeney – Advising
Jaime Millan – Physical Sciences
Willard Moody – English
Farah Movahedzadeh – Biology
Dave Richardson – Humanities
Chris Sabino – Mathematics
Kamran Swanson - Humanities
Jeffrey Swigart – Mathematics
Loretta Visomirskis – English
Allan Wilson – Physical Sciences

Consultants/Visitors Attending

Chris Kabir – Research & Planning

Absent

Jacqueline Cunningham – ELL WL
Anthony Escuadro – Physical Sciences
LaRhue Finney – English
Vincent Wiggins – OIT

Apologies

None

Opening:

- *Call to Order:* Michael called the meeting to order at 3:06 PM.
- *Approval of Last Meeting's Minutes:* The 10/13/2010 minutes with minor edits were approved by committee vote after being motioned by Chris S. and seconded by Loretta.

Annual Assessment Report for 2010: Michael is working on some final edits, and so the vote on its approval is tabled until next week.

Communication Tree: Jeff discussed to whom he sends out certain types of communications. There are two email lists that Jeff uses, "AC Work" and "AC All". The "AC Work" list includes AC members currently attending the meetings as well as the Vice President of Academic Affairs, currently John Hader. The "AC All" list includes anyone else interested in the committee. After some discussion, the committee agreed that Jeff would send agendas to AC All, non-approved minutes to AC Work, and internal discussions to AC Work. The only change is that Jeff had been sending non-approved minutes to AC All. Also, Jeff will not send out approved minutes but instead put them on the AC Blackboard site for which access will be given to AC Work. Approved minutes will also go on the AC website, for which anyone will have access.

Assessment Week Volunteered Class Sections: Allan discussed the schedule of volunteered classes that he had produced. So far, faculty have volunteered classes totaling to 1197 students. In the past, we have actually received about 60% of volunteered students, and so our current estimated participation is about 718 students. We need 100 students, and so we should go back and personally ask more faculty, or we should ask faculty who have already volunteered to bring more of their class sections.

Various Other Assessment Week Logistics:

- *Prerequisite:* We want students who have taken English 101 or above.
- *Proctored and Non-Proctored:* Ephrem Rabin has created two classes on Blackboard, one for proctored students and non-proctored.
- *Advertising:* Michael is working on banners for the escalators as well as other signs. There will be an article in the Herald about a week before the assessment.
- *Computer Lab Staffing:* Michael asked for more volunteers from the committee to staff the computer lab during the assessment.

Subcommittee Time: Work in subcommittees began at 3:30 PM and lasted until the end of the meeting.

- *Social Sciences (Led by Lynnel) (Prep of Social Sciences Assessment for Fall 2010):*
 - Attendance: Allan, Charles, Chris K., Jaime, Lynnel.
 - Current Tasks:
 - Complete final edits on the directions for students and for proctors.
 - Make copies of the scenario for proctors.
 - Committee members complete the pilot assessment that Lynnel recently put on Blackboard, in order to check if there are any issues.
 - Prepare receipts, both hard copy and electronic, to give students after they complete the assessment.
 - Complete special assignment requests for committee members who will be grading the assessments.
 - Send the assessment to the Disability Access Center.
- *Assessment Week Logistics (Led by Michael) (Prep of Assessment Week for Fall 2010):*
 - Attendance: Jeff, Michael.
 - Discussion: The subcommittee met with the Social Sciences subcommittee in order to discuss final logistics issues to work out.
- *Effective Writing (Prep of Pilot for Spring 2011):*
 - Attendance: Farah, Jen, Kamran, Loretta, Willard.
 - Discussion: The subcommittee continued to revise the survey, especially the list of English courses mentioned in order to reflect changes in course offerings. Revision will continue next week.
- *Dissemination (Led by Todd) (QR, CCSSE, Handbook, Website):*
 - Attendance: Chao, Chris S., Dave, John, Margarita, Todd.
 - Discussion: The subcommittee discussed new ways to get the word out about the work of the Assessment Committee, such as Friday brown-bag lunch workshops where committee members present findings to stakeholders and challenge them to come up with ideas and new approaches that apply to the findings. The subcommittee also discussed where approved final reports should be stored and made available to those who are interested.

Closing:

- *Adjournment:* Michael adjourned the meeting at 4:05 PM.
- *Approval of This Meeting's Minutes:* These 10/20/2010 minutes were approved at the 10/27/2010 meeting by committee vote after being motioned by Loretta and seconded by Chao.

Assessment Committee

Harold Washington College



Committee Chair – *Michael Heathfield, Applied Science*

Committee Vice Chair – *Todd Heldt, Library*

Committee Secretary – *Jeffrey Swigart, Mathematics*

Agenda for 10/27/2010
3:00 PM to 4:00 PM in Room 1046

- 1) Minutes of October 20th meeting (5 mins)
- 2) Annual Assessment Report Vote of Approval (5 mins)
- 3) Sub-Committee Feedback (10 mins)
- 4) Social Science Assessment Logistics Update (15 mins)
- 5) Sub-Committee Time (25 mins)

(Next meeting will be 11/3/2010 from 3:00 PM to 4:00 PM in Room 1046.)

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.*

Assessment Committee

Harold Washington College



Committee Chair – Michael Heathfield, Applied Science

Committee Vice Chair – Todd Heldt, Library

Committee Secretary – Jeffrey Swigart, Mathematics

Minutes for 10/27/2010 (Approved)

3:00 PM to 4:00 PM in Room 1046

Members Attending

Jen Asimow – Applied Science
Margarita Chavez – WL
Michael Heathfield – Applied Sciences
Todd Heldt – Library
Lynnel Kiely – Social Sciences
Chao Lu – Mathematics
Charles McSweeney – Advising
Jaime Millan – Physical Sciences
Willard Moody – English
Dave Richardson – Humanities
Jeffrey Swigart – Mathematics
Loretta Visomirskis – English
Allan Wilson – Physical Sciences

Consultants/Visitors Attending

Chris Kabir – Research & Planning

Absent

Anthony Escuadro – Physical Sciences
LaRhue Finney – English
John Kieraldo – Library

Apologies

Jacqueline Cunningham – ELL WL
Farah Movahedzadeh – Biology
Chris Sabino – Mathematics
Kamran Swanson – Humanities
Vincent Wiggins – OIT

Opening:

- *Call to Order:* Michael called the meeting to order at 3:05 PM.
- *Approval of Last Meeting's Minutes:* The 10/20/2010 minutes with minor edits were approved by committee vote after being motioned by Loretta and seconded by Chao.

Annual Assessment Report: The report was approved by committee vote after being motioned by Loretta and seconded by Lynnel.

Assessment Times Newsletter: Todd gave update on status of articles for the upcoming newsletter.

Subcommittees Update:

- **Effective Writing:** Jen gave an update on the continued work on the survey for the upcoming assessment. She worked during the past week on editing the survey, and the subcommittee will now discuss it.
- **Dissemination:** Todd gave an update on continued efforts to better disseminate the work of our committee. Jen offered that we should consider the possibility of the Assessment Times being monthly instead of semesterly.
- **Social Science and Logistics:** Michael gave an update, noting that our current approximate of students coming to Assessment Week is at 1188, which is above our goal of 1000. Signs are up in classrooms, and banners are up on the walls above the escalators.

Subcommittee Time: Work in subcommittees began at 3:30 PM and lasted until the end of the meeting.

- *Social Sciences (Led by Lynnel) (Prep of Social Sciences Assessment for Fall 2010):*
 - Attendance: Allan, Chao, Charles, Chris K., Jaime, Lynnel.
 - Current Tasks:
 - Print backup hard copies of the assessment just in case the internet goes down during Assessment Week.
 - Print receipts for giving to students after they finish the assessment.
 - Print instructions and hard copies of the assessment for the proctors.
 - Check with Ephrem Rabin regarding the daily Blackboard passwords for the assessment.
 - Allan is finalizing the volunteer schedules.
- *Assessment Week Logistics (Led by Michael) (Prep of Assessment Week for Fall 2010):*
 - Attendance: Jeff, Margarita, Michael.
 - Discussion: The subcommittee met with the Social Sciences subcommittee in order to offers support on the final details of Assessment Week.
- *Effective Writing (Prep of Pilot for Spring 2011):*
 - Attendance: Dave, Jen, Loretta, Todd, Willard.
 - Discussion: Jen worked during the last week to finalize the draft of the survey for the upcoming assessment. The subcommittee reviewed it and came to an agreement on changes. Jen will now finalize the changes and send the new draft to subcommittee members for final review.

Closing:

- *Adjournment:* Michael adjourned the meeting at 4:00 PM.
- *Approval of This Meeting's Minutes:* These 10/27/2010 minutes were approved at the 11/3/2010 meeting by committee vote after being motioned by Todd and seconded by Chris S.

Assessment Committee

Harold Washington College



Committee Chair – *Michael Heathfield, Applied Science*

Committee Vice Chair – *Todd Heldt, Library*

Committee Secretary – *Jeffrey Swigart, Mathematics*

Agenda for 11/3/2010
3:00 PM to 4:00 PM in Room 1046

- 1) Assessment Times Approval
- 2) Proctoring Schedule
- 3) Assessment 404 Logistics & Practice
- 4) Sub-committee time

(Next meeting will be 11/10/2010 from 3:00 PM to 4:00 PM in Room 1046.)

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.*

Assessment Committee

Harold Washington College



Committee Chair – Michael Heathfield, Applied Science

Committee Vice Chair – Todd Heldt, Library

Committee Secretary – Jeffrey Swigart, Mathematics

Minutes for 11/3/2010 (Approved)

3:00 PM to 4:00 PM in Room 1046

Members Attending

Jen Asimow – Applied Science
Margarita Chavez – WL
Jacqueline Cunningham – ELL WL
Michael Heathfield – Applied Sciences
Todd Heldt – Library
John Kieraldo – Library
Lynnel Kiely – Social Sciences
Charles McSweeney – Advising
Willard Moody – English
Farah Movahedzadeh – Biology
Chris Sabino – Mathematics
Kamran Swanson – Humanities
Jeffrey Swigart – Mathematics
Loretta Visomirskis – English
Allan Wilson – Physical Sciences

Consultants/Visitors Attending

Chris Kabir – Research & Planning

Absent

Anthony Escudro – Physical Sciences
LaRhue Finney – English
Dave Richardson – Humanities
Vincent Wiggins – OIT

Apologies

Chao Lu – Mathematics
Jaime Millan – Physical Sciences

Opening:

- *Call to Order:* Michael called the meeting to order at 3:04 PM.
- *Approval of Last Meeting's Minutes:* The 10/27/2010 minutes with minor edits were approved by committee vote after being motioned by Todd and seconded by Chris S.

Assessment Times: Todd passed out the draft of the Assessment Times newsletter that he recently compiled and asked the committee to read it through for edits. Next week we will vote to approve.

Proctoring Schedule: Michael asked for volunteers to fill the remaining spots in the proctor schedule.

Assessment Week Logistics and Practice:

- Instructions Printouts: Michael and Chris K passed out copies of various printouts of instructions for different purposes, and the committee together worked on edits. The following were the instructions that the committee worked on editing:
 - Instructions for instructors volunteering their class sections to take the assessment proctored in the computer lab.
 - Instructions for students taking the assessment.
 - Instructions for instructors volunteering their class sections to take the assessment non-proctored outside of class.
 - Instructions for students taking the assessment non-proctored outside of class.
- Hard Copies of Assessment: We will have hard copies of the assessment for any issues that arise on Blackboard.

- Blackboard Practice: Chris K. led the committee through the steps of logging into Blackboard, entering the assessment, and then taking it. The committee offered suggestions on how the instructions appear on Blackboard.

Subcommittee Time: Because our other agenda items took so long, we had no time for subcommittees. The Effective Writing Subcommittee, however, met briefly after our official meeting, as detailed below.

- *Effective Writing (Prep of Pilot for Spring 2011)*:
 - Attendance: Farah, Jacqueline, Jen, Kamran, Loretta, Willard.
 - Discussion: The subcommittee completed the survey for the Effective Writing Assessment.

Other Work Outside of Committee Time:

- Chris K., Lynnel, and Michael have continued to work throughout the last week on various instructions handouts for Assessment Week.
- Michael has continued to disseminate the instructions handouts to the people that need them.
- Ephrem Rabin has continued to help with last minute Blackboard logistics issues.
- Allan has continued to update and manage the volunteer schedule.

Closing:

- *Adjournment*: Michael adjourned the meeting at 4:00 PM.
- *Approval of This Meeting's Minutes*: These 11/3/2010 minutes were approved at the 11/17/2010 meeting by committee vote after being motioned by Jen and seconded by Kamran.

Assessment Committee

Harold Washington College



Committee Chair – *Michael Heathfield, Applied Science*

Committee Vice Chair – *Todd Heldt, Library*

Committee Secretary – *Jeffrey Swigart, Mathematics*

Agenda for 11/17/2010
3:00 PM to 4:00 PM in Room 1046

- 1) Minutes of November 3rd meeting
- 2) Congratulations
- 3) Thanks
- 4) Feedback on Assessment Week
- 5) Sub-Committee Time

(Next meeting will be 12/1/2010 from 3:00 PM to 4:00 PM in Room 1046.)

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.*

Assessment Committee

Harold Washington College



Committee Chair – Michael Heathfield, Applied Science

Committee Vice Chair – Todd Heldt, Library

Committee Secretary – Jeffrey Swigart, Mathematics

Minutes for 11/17/2010 (Approved)

3:00 PM to 4:00 PM in Room 1046

Members Attending

Jen Asimow – Applied Science
Michael Heathfield – Applied Sciences
Chao Lu – Mathematics
Willard Moody – English
Farah Movahedzadeh – Biology
Kamran Swanson – Humanities
Jeffrey Swigart – Mathematics
Loretta Visomirskis – English

Consultants/Visitors Attending

Carrie Nepstad – Applied Science

Absent

Margarita Chavez – WL
Jacqueline Cunningham – ELL WL
Anthony Escuadro – Physical Sciences
LaRhue Finney – English
Todd Heldt – Library
John Kieraldo – Library
Charles McSweeney – Advising
Dave Richardson – Humanities
Vincent Wiggins – OIT
Allan Wilson – Physical Sciences

Apologies

Chris Kabir – Research & Planning
Lynnel Kiely – Social Sciences
Jaime Millan – Physical Sciences
Chris Sabino – Mathematics

Opening:

- *Call to Order:* Michael called the meeting to order at 3:05 PM.
- *Approval of Last Meeting's Minutes:* The 11/3/2010 minutes with minor edits were approved by committee vote after being motioned by Jen and seconded by Kamran.

Announcements:

- Congratulations to Jeff on his new baby daughter.
- There will be no meeting next week.

Assessment Week Thank You's:

Michael offered the following thank you's for hard work on Assessment Week.

- Ephrem Rabin for tech support, who was constantly on call on his cell phone.
- Lynnel for her many hours on preparing the assessment.
- Vincent and everyone in the computer lab for their constant support.
- Proctors for the volunteer time they put in.
- Chris S. for coming up with quick solutions on the spot to potentially big problems.
- Chris K. for constantly checking computer lab all week and now already starting on the data analysis.

Comments Regarding Assessment Week:

- Jen noted that while she was proctoring, she never had any problems.
- Kamran noted the slowness of the computers, which forced students to wait long periods of time for questions on the assessment to load.
- Kamran noted that some informational questions needed more options, such as a “none” option for number of courses completed and “other” option for race/ethnicity. The committee then discussed the wording of the race/ethnicity question, and it was determined this should be discussed more fully at a later time.
- Michael gave a summary of participation on each day. In total 977 participated throughout the week. Yet Blackboard somehow lost our proctored exam records from Tuesday, thus losing 241 records. Our final total was therefore 736. Michael noted that this is still a 10% sample and is likely enough.
- Kamran noted that some instructors told students ahead about the assessment, and then less students showed up.
- Michael gave a summary of methodological lessons learned.

HLC (Higher Learning Commission):

Carrie encouraged committee to present at the upcoming HLC conference. Michael noted that he and Lynnel have submitted a proposal. Also, Farah has submitted a proposal for the upcoming Assessment Fair at Heartland Community College in central Illinois.

Subcommittee Time: Work in subcommittees began at 3:45 PM and lasted until the end of the meeting.

- *Logistics (Led by Michael) (Analyzing the Data from the Social Sciences Assessment):*
 - Attendance: Jeff, Michael.
 - Task List:
 - Take the banners down. (Allan and Michael)
 - Create a classroom poster thanking students for participating. (Michael)
 - Decide how to process the paper copies, either by grading by hand or by first typing the copies into a spreadsheet. The issue to discuss is consistency for graders. (Social Science Subcommittee)
 - Create timeline of work yet to do, and plan how to manage our resources. (Social Science Subcommittee)
 - Recruit graders for the assessment. Lynnel is thinking we need about ten graders, some from within the committee, and some from the Social Sciences Department. (Social Science Subcommittee)
 - As soon as possible, compile some preliminary findings to disseminate. (Chris K., Lynnel, and Michael)
- *Effective Writing (Prep of Pilot for Spring 2011):*
 - Attendance: Kamran, Loretta, Willard.
 - Discussion:
 - The subcommittee is still debating whether the writing for the assessment will come from assignments that teachers already gave their students or from essays that students write on topics chosen by the Assessment Committee. A decision should be made by the beginning of Spring 2011.

Closing:

- *Adjournment:* Michael adjourned the meeting at 4:02 PM.
- *Approval of This Meeting's Minutes:* These 11/17/2010 minutes were approved at the 12/1/2010 meeting by committee vote after being motioned by Chris S. and seconded by Lynnel.

Assessment Committee

Harold Washington College



Committee Chair – *Michael Heathfield, Applied Science*

Committee Vice Chair – *Todd Heldt, Library*

Committee Secretary – *Jeffrey Swigart, Mathematics*

Agenda for 12/1/2010
3:00 PM to 4:00 PM in Room 1046

- 1) Minutes of the November 17th meeting
- 2) Social Science Assessment - Logistics
- 3) Spring Semester Planning
- 4) Vice-Chair position
- 5) Sub-Committee Time

(Next meeting will be when we return for the Spring 2011 semester. Have a great break!)

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.*

Assessment Committee

Harold Washington College

Committee Chair – Michael Heathfield, Applied Science

Committee Vice Chair – Todd Heldt, Library

Committee Secretary – Jeffrey Swigart, Mathematics

Minutes for 12/1/2010 (Approved)

3:00 PM to 4:00 PM in Room 1046

Members Attending

Jen Asimow – Applied Science
Margarita Chavez – WL
Michael Heathfield – Applied Sciences
Lynnel Kiely – Social Sciences
Chao Lu – Mathematics
Jaime Millan – Physical Sciences
Willard Moody – English
Farah Movahedzadeh – Biology
Dave Richardson – Humanities
Chris Sabino – Mathematics
Kamran Swanson – Humanities
Jeffrey Swigart – Mathematics
Allan Wilson – Physical Sciences

Absent

Jacqueline Cunningham – ELL WL
Anthony Escuadro – Physical Sciences
LaRhue Finney – English
Todd Heldt – Library
Charles McSweeney – Advising
Vincent Wiggins – OIT

Apologies

John Kieraldo – Library
Loretta Visomirskis – English

Consultants/Visitors Attending

Chris Kabir – Research & Planning

Opening:

- *Call to Order:* Michael called the meeting to order at 3:07 PM.
- *Approval of Last Meeting's Minutes:* The 11/17/2010 minutes with minor edits were approved by committee vote after being motioned by Chris S. and seconded by Lynnel.

Announcements:

- *Congratulations to Farah:* Her proposal has been accepted to present at the Assessment Fair at Heartland Community College on February 25th, 2011.
- *Vice Chair:* Todd is resigning as Vice Chair at the end of this semester, and we thank him for the work he has done in this role. Michael is working to find a willing replacement to nominate and vote in. Jen commented that this person should be willing to be trained to later become chair.
- *Other Work Outside of Committee Time:* John K continues to regularly work on updating the committee's webpage.

Preliminary Results of Social Science Assessment:

Chris K passed out some preliminary results he compiled. This represents a major strength of Blackboard, that we can quickly get results and disseminate them.

Written Versus Electronic Data:

The committee discussed whether or not to separate Social Science data between written and electronic. Michael suggested that such separation may benefit us in case there are any outcome differences. Chris K noted that he could easily add another spreadsheet column denoting implementation style.

Goals for Next Semester:

- *Analyzing Data:* Michael suggested that our main focus be analyzing the great amount of data that we already have gathered. Work on the Social Science Assessment data will begin in January by the Social Science Subcommittee. Dave volunteered to begin working on the CCSSE data.
- *Increased Focus on Dissemination to Students:* Michael asked the committee to think about how we can speak not only to administration and faculty, but also students. Since students put so much work into our assessments, what can we give back to them to show them how they did as a whole? Lynnel shared that she believes many students do indeed care about assessment, as she shared some stories about the interest many of her students have shown toward the work of our committee. Jen suggested getting a student representative at our meetings, and she also suggested working to speed up our feedback loop so that we can get pertinent information to students before they leave HWC. Dave suggested talking about past assessment findings at student orientation and registration so that students are aware of this information.
- *The Greater Community:* Michael asked the committee to consider how our work affects the greater community outside of HWC. Jen shared how our work has helped Assessment Committees at other CCC campuses. Farah suggested trying to publish articles about our data and findings. Michael also asked how we can disseminate information to faculty in ways that work well for them, since we have learned that additional meetings or workshops usually do not attract a very large audience.
- *Effective Writing:* Preparations need to be made for the Spring 2011 pilot and the Fall 2011 assessment.

Subcommittee Time: There was no time for subcommittee work during this meeting.

Closing:

- *Adjournment:* Michael adjourned the meeting at 3:55 PM. This was the committee's last meeting of the Fall 2010 semester.
- *Approval of This Meeting's Minutes:* These 12/1/2010 minutes were approved at the 1/26/2011 meeting by committee vote after being motioned by Jen and seconded by Loretta.