



Assessment Committee

Harold Washington College

Chair – *Michael Heathfield, Applied Science*

Vice Chair – *Jen Asimow, Applied Science*

Secretary – *Jeff Swigart, Mathematics*



Agenda for 8/31/2011
3:00 PM to 4:00 PM in Room 1046

- 1) Introductions and Welcomes
- 2) Approval of Minutes from the April 27th meeting
- 3) Approval for District to use our Diversity Assessment Tool across the District
- 4) Discussion and approval of the Annual Assessment Report 2010-2011
- 5) Discussion and approval of 'Comfort, Complexity and Competence: Quantitative Reasoning at HWC'
- 6) Information on upcoming Effective Writing Assessment - 905 student writing samples needed
- 7) Sub-Committee Time
 - a. Effective Writing
 - b. Social Science Assessment
 - c. QR Dissemination and Artifacts
 - d. 2nd Phase Planning Team

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

Chair – *Michael Heathfield, Applied Science*

Vice Chair – *Jen Asimow, Applied Science*

Secretary – *Jeff Swigart, Mathematics*



Minutes for 8/31/2011 (Approved)

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

Members Attending:

Jen Asimow – Applied Science
Samar Ayesh – Physical Sciences
Margarita Chavez – World Languages
Jackie Cunningham – ELL WL
Michael Heathfield – Applied Sciences
John Kieraldo – Library
Chao Lu – Mathematics
Charles McSweeney – Advising
Willard Moody – English
Dave Richardson – Humanities
Jeff Swigart – Mathematics
Ray Tse – Physical Sciences
Phillip Vargas – Physical Sciences
Loretta Visomirskis – English
Matthew Williams – ELL WL
Allan Wilson – Physical Sciences

Apologies:

Lynnel Kiely – Social Sciences (Reinvention)

Absent:

LaRhue Finney – English

Consultants/Guests Attending:

Chris Sabino – Mathematics

Opening:

- *Call to Order:* Michael called the meeting to order at 3:00 PM.
- *Introductions:* Michael asked new and returning and members to introduce themselves.
- *Approval of Last Meeting's Minutes:* The 5/4/2011 minutes were approved by committee vote after being motioned by Chris Sabino and seconded by Jen.

Diversity Assessment Tool:

The district requested our permission to use our diversity assessment tool across the district, agreeing to give our committee credit each time it is used. The committee voted approval of this request.

Annual Assessment Report of 2010-2011:

After brief discussion, Charles motioned to approve, and Allan seconded. The committee voted approval of the release of this document.

Quantitative Reasoning Assessment of 2009:

The committee discussed the final draft of the report for the Quantitative Reasoning Assessment of 2009, named 'Comfort, Complexity and Competence: Quantitative Reasoning at HWC'. Phillip, one of our new members, offered to spend a few weeks strengthening the statistics in the report. The approval of this report is therefore temporarily on hold.

Effective Writing Assessment of 2011:

Jen shared that she and a team of graders will use the pilot essays from last spring to gauge the grading time for the essays of the actual assessment this November. Also, since the demographic data will be taken through paper forms with multiple choice bubbles, we need some committee members to learn the survey scanner on the 11th floor for inputting the data. Currently no one knows how to use this machine.

Website:

John K and Jeff will work on moving the information from the committee's old website to the new website, then closing down the old website so that web surfers can only find the new site.

Subcommittee Time: Work in subcommittees began at 3:40 PM and lasted until the end of the meeting.

- *Effective Writing (Led by Jen) (Assessment in Fall 2011):*
 - Attendance: Dave, Jackie, Jen, Loretta, Willard.
 - Discussion: Members of the subcommittee will practice grading essays from the pilot last spring in order to begin norming the grading.
- *Future Plans (Led by Michael) (Direction of the Committee):*
 - Attendance: Michael, Ray, Samar.
 - Discussion: Members of the subcommittee discussed what subcommittees should exist and what their purposes should be.
- *Quantitative Reasoning (Led by Jeff) (Report on 2009 Assessment):*
 - Attendance: Chao, Chris Sabino, Jeff, John, Phillip.
 - Discussion: Phillip, whose expertise in statistics is greatly welcomed by this subcommittee and the committee as a whole, offered to spend a few weeks strengthening the statistics in the report. After he finishes in a few weeks, the report will be offered for committee approval. The subcommittee will then look for ways to disseminate the results, such as through the Harold Lounge blog.
- *Social Sciences (Led by Lynnel) (Report on 2010 Assessment):*
 - Attendance: Allan, Charles, Margarita, Matthew.
 - Discussion: The report writing will consist of three phases: organizing the Excel file of data, analyzing the statistics, and writing the report. The subcommittee is awaiting the Excel file of data from Vincent. Phillip offered to take the Excel file to analyze the statistics. Lynnel will then put everything together for the writing of the final report.

Closing:

- *Adjournment:* Michael adjourned the meeting at 4:00 PM.
- *Approval of This Meeting's Minutes:* These 8/31/2011 minutes were approved at the 9/7/2011 meeting by committee vote after being motioned by Jen and seconded by Willard.



Assessment Committee

Harold Washington College

Chair – *Michael Heathfield, Applied Science*

Vice Chair – *Jen Asimow, Applied Science*

Secretary – *Jeff Swigart, Mathematics*



Agenda for 9/7/2011
3:00 PM to 4:00 PM in Room 1046

- 1) Minutes of August 31st meeting
- 2) Sub-Committee Time – 30 minutes
- 3) Chair's Updates
 - a. Budget line item \$14,000
 - b. Registration Hours
 - c. President Visit 9/28
 - d. Annual Report Delivered
- 4) Sub-Committee Feedback
 - a. Effective Writing Assessment
 - b. Social Science Assessment
- 5) A.O.B.

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Harold Washington College



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Vice Chair – Jen Asimow, Applied Science

Secretary – Jeff Swigart, Mathematics

Minutes for 9/7/2011 (Approved)

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

Members Attending:

Jen Asimow – Applied Science
Samar Ayesh – Physical Sciences
Jackie Cunningham – ELL WL
Michael Heathfield – Applied Sciences
John Kieraldo – Library
Chao Lu – Mathematics
Willard Moody – English
Dave Richardson – Humanities
Jeff Swigart – Mathematics
Ray Tse – Physical Sciences
Phillip Vargas – Physical Sciences
Loretta Visomirskis – English
Allan Wilson – Physical Sciences

Apologies:

Margarita Chavez – World Languages
Lynnel Kiely – Social Sciences (Reinvention)
Charles McSweeney – Advising

Absent:

LaRhue Finney – English
Matthew Williams – ELL WL

Consultants/Guests Attending:

John Metoyer – VP of Academic Affairs

Opening:

- *Call to Order:* Michael called the meeting to order at 3:00 PM.
- *Approval of Last Meeting's Minutes:* The 8/31/2011 minutes were approved by committee vote after being motioned by Jen and seconded by Willard.

Survey Scanner: John Metoyer will look into who at the college knows how to use it so that committee members can be trained.

Effective Writing Assessment: Special assignments are needed for the graders of this assessment after it is implemented in November. Two options for compensation are include our \$14,000 in the budget and waiving of registration hours.

President's Visit: We look forward to President Laackman visiting our meeting on 9/28/2011.

Annual Report: Michael submitted the annual report by email to President Laackman and John Metoyer.

CCSSE: District is implementing the Community College Survey of Student Engagement across all seven colleges. District will provide the funds, but our committee is in charge planning the implementation at HWC. The Future Plans Subcommittee will begin work on this.

Subcommittee Time: Work in subcommittees began at 3:40 PM and lasted until the end of the meeting.

- *Effective Writing (Led by Jen) (Assessment in Fall 2011):*
 - Attendance: Dave, Jackie, Jen, John Metoyer, Loretta, Willard.
 - Discussion: The subcommittee members each graded three essays using the rubric in order to estimate the time budget for essay grading. The result was an estimate of 5 minutes per essay, which extrapolates to 225 total hours of work.

- *Future Plans (Led by Michael) (Direction of the Committee):*
 - Attendance: Allan, Michael, Ray, Samar.
 - Discussion: The subcommittee discussed tracking recommendations and changes that have been initiated by assessment findings. Here are the highlights of the conversation:
 - We don't have or keep records of this important aspect of assessment.
 - What do we recall of our findings from the first full cycle of assessments around general education student learning outcomes?
 - What can we say has most influenced changes and what has least influenced change?
 - Are all the reports on the website?
 - Is there some way of tracking (in a non-punitive way) the impact of assessment findings?
 - Do we disseminate and that is it....
 - Before revisiting any Gen Ed. area we have to revisit our previous findings and have some sense of the impact of these results.
 - Is there a small summary of assessment findings that can be given to all teachers?
 - Do new faculty get assessment findings and recommendations as part of their orientation package? Especially if the assessment connects with their academic discipline...
 - Mike will spend some time this semester collating findings and data from across all our assessment and try to put this together in an accessible and small format.

- *Quantitative Reasoning (Led by Jeff) (Report on 2009 Assessment):*
 - Attendance: Chao, Jeff, John K., Phillip.
 - Discussion: Phillip shared that he had made significant progress in deepening the statistics in the final Quantitative Reasoning report. He plans to be ready to present to the committee in two weeks. John K. shared that he continues to update the committee webpage. He will also train Jeff on how to help with web editing.

Closing:

- *Adjournment:* Michael adjourned the meeting at 4:00 PM.
- *Approval of This Meeting's Minutes:* These 9/7/2011 minutes were approved at the 9/14/2011 meeting by committee vote after being motioned by Allan and seconded by Jen.



Assessment Committee

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Agenda for 9/14/2011
3:00 PM to 4:00 PM in Room 1046

- 1) Apologies for Absence
- 2) Minutes of September 7th meeting
- 3) Chair's Brief Updates
 - a. New Assistant Director of Institutional Research
 - b. Meta Review
 - c. Assessment Institute in Indianapolis on October 31st, 2011
 - d. Assessment Fair in Des Plaines on February 24th, 2012
- 4) Update on Effective Writing Assessment
- 5) Update on Quantitative Reasoning Report and Social Science Report
- 6) Social Science Database Permission
- 7) Using Demographic Info in Analyzing Statistics
- 8) Website
- 9) Performance-Based Funding
- 10) A.O.B.
- 11) Subcommittee time

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Minutes for 9/14/2011 (Approved)

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

Members Attending:

Jen Asimow – Applied Science
Samar Ayesh – Physical Sciences
Jackie Cunningham – ELL WL
LaRhue Finney – English
Michael Heathfield – Applied Sciences
Chao Lu – Mathematics
Charles McSweeney – Advising
Willard Moody – English
Jeff Swigart – Mathematics
Ray Tse – Physical Sciences
Phillip Vargas – Physical Sciences
Loretta Visomirskis – English
Matthew Williams – ELL WL
Allan Wilson – Physical Sciences

Apologies:

Lynnel Kiely – Social Sciences (Reinvention)
Dave Richardson – Humanities

Absent:

Margarita Chavez – World Languages
John Kieraldo – Library

Consultants/Guests Attending:

Will Edwards – Assist. Dir. of Inst. Research
Donyel Williams – Dean of Instruction

Opening:

- *Call to Order:* Michael called the meeting to order at 3:00 PM.
- *Approval of Last Meeting's Minutes:* The 9/7/2011 minutes were approved by committee vote after being motioned by Allan and seconded by Jen.

Announcements:

- *Welcome:* Michael welcomed Will Edwards, the new Assistant Director of Institutional Research.
- *Conferences:*
 - Assessment Institute in Indianapolis on October 31st, 2011
 - Assessment Fair in Des Plaines on February 24th, 2012
- *CHEA Award:* Michael will submit an application for a recognition award from the Council for Higher Education Accreditation.
- *Diversity Survey:* District has already begun to use our committee's diversity survey via a district-wide email to faculty and staff asking for respondents.

Performance-Based Funding: New state legislation just passed requiring educational institutions to show success in performance in order to keep state funding. This legislation calls educational institutions to be a part of the discussion regarding the metrics that should be used to gauge institutional success.

Donyel shared that district wants the City Colleges to take a lead on this discussion throughout the state so that we can positively influence the creation of these metrics. Our committee can especially help by focusing on how the general education student-learning outcomes relate to all of this.

Meta Review: Michael shared about the work he has begun on a meta review of our committee's work over the last many years. He noted that we are just about to complete seven-year assessment cycle, and we now have an opportunity to consider how we can improve our next cycle. He also noted that this meta review should inform our discussion about the performance-based funding legislation.

Updates on Annual Assessments:

- *Effective Writing Assessment (2011):* Jen shared that she needs to recruit faculty volunteers to allow their students to take the assessment this coming November. She estimates that about 225 hours of total reading will be necessary to grade the essays assessments. She also thanked Will for the help he is offering in using the survey scanner to input the demographics data.
- *Social Sciences Assessment (2010):* Lynnell, Phillip, and Jeff met to discuss the plan of Phillip statistically analyzing the data and then Lynnell writing the final report.
- *Quantitative Reasoning Assessment (2009):* Phillip is finished with his edits on the statistical analysis in the final report. He will give a brief presentation next week, and the report will then be ready for approval by the committee. Phillip also asked for permission to start writing an article for publication using the data from the Quantitative Reasoning assessment as well as other assessments if possible. The committee delightfully approved.

Subcommittee Time: Work in subcommittees began at 3:40 PM and lasted until the end of the meeting.

- *Effective Writing (Led by Jen) (Assessment in Fall 2011):*
 - Attendance: Jackie, Jen, LaRhue, Loretta, Will, Willard.
 - Discussion: The subcommittee talked through the demographics section so that Will would know how to run it through the scanner. He agreed that each portion of the rubric needs to be reported and analyzed separately, rather than simply a total number.
- *Future Plans (Led by Michael) (Direction of the Committee):*
 - Attendance: Allan, Michael, Ray, Samar.
 - Discussion: The subcommittee discussed metrics for general education student learning outcomes that could be used in the discussion regarding performance-based funding. The also discussed the importance of defending our internally generated metrics, such as the recent Social Sciences assessment.
- *Social Sciences (Led by Jeff) (Report on 2010 Assessment):*
 - Attendance: Chao, Charles, Jeff, Matt, Phillip.
 - Discussion: The subcommittee discussed questions to consider in analyzing the data. Here were some ideas:
 - Competence scores compared to number of social sciences classes taken, self-reported level of comfort. total score on attitudinal questions, and age.
 - Comparing data across previous assessments.

Closing:

- *Adjournment:* Michael adjourned the meeting at 4:00 PM.
- *Approval of This Meeting's Minutes:* These 9/14/2011 minutes were approved at the 9/21/2011 meeting by committee vote after being motioned by Allan and seconded by Jen.



Assessment Committee

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Agenda for 9/21/2011
3:00 PM to 4:00 PM in Room 1046

- 1) Apologies for absence
- 2) Approval of Minutes for September 14th meeting
- 3) Words from Phillip on QR Report
- 4) Approval of QR Report Final Version
(Next week quick presentation on key findings/recommendations)
- 5) Performance Based Funding – Metoyer
- 6) Outcomes Mapping
- 7) CHEA Award application
- 8) Subcommittee Feedback
- 9) Website Update
- 10) A.O.B.
- 11) Subcommittee Time

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Minutes for 9/21/2011 (Approved)

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

Members Attending:

Jen Asimow – Applied Science
Samar Ayesh – Physical Sciences
Margarita Chavez – World Languages
Jackie Cunningham – ELL WL
LaRhue Finney – English
Michael Heathfield – Applied Sciences
John Kieraldo – Library
Chao Lu – Mathematics
Willard Moody – English
Dave Richardson – Humanities
Jeff Swigart – Mathematics
Ray Tse – Physical Sciences
Phillip Vargas – Physical Sciences
Loretta Visomirskis – English
Allan Wilson – Physical Sciences

Apologies:

Lynnel Kiely – Social Sciences (Reinvention)
Charles McSweeney – Advising

Absent:

Matthew Williams – ELL WL

Consultants/Guests Attending:

John Metoyer – VP of Academic Affairs
Will Edwards – Assist. Dir. of Inst. Research

Opening:

- *Call to Order:* Michael called the meeting to order at 3:00 PM.
- *Approval of Last Meeting's Minutes:* The 9/14/2011 minutes were approved by committee vote after being motioned by Allan and seconded by Jen.

Research Paper on Quantitative Reasoning Data: Phillip asked for permission to use the raw data from the Quantitative Reasoning Assessment for a research project involving digging even deeper than we did for our final report. The committee approved.

Using Demographic Data in Statistical Analyses: The question came up of whether we should statistically analyze demographic data compared to competency on the Social Science data. Usually in the past we have only used demographic data to make sure our sample is representative of the college as a whole. Usually competency has only been statistically compared to questions such as number of classes taken, comfort level, and attitude. Should we compare competency scores by racial groups, age groups, or along other demographic divisions? There was a vibrant discussion with many different opinions, and the committee will return to this question for a final answer on the Social Science data.

Quantitative Reasoning Final Report: The final report for the Quantitative Reasoning Assessment given in 2009 was formally approved by the committee for dissemination.

Performance-Based Funding: John Metoyer shared about the district-wide subcommittees being formed to work on the details of the performance-based funding legislation, and he encouraged Assessment Committee members to get involved. Michael shared that he is trying to map HWC outcomes with the outcomes given in the Lumina Foundation's degree profile at the Associate's level.

CHEA: Michael continues to work on the award application for the Council for Higher Education Accreditation.

Website: John K and Jeff continue to work on the committee's website, and they will modify their work to fit into new district website template soon to be unveiled.

Effective Writing Update: Jen will be sending out requests next week for faculty to volunteer their classes for the assessment this November.

Subcommittee Time: Work in subcommittees began at 3:50 PM and lasted until the end of the meeting.

- *Dissemination (Led by Jeff) (QR 2009 Report, SS 2010 Data, Website):*
 - Attendance: Chao, Jeff, Phillip.
 - Discussion: The Quantitative Reasoning report is finished, and so now the focus should be on disseminating the full report and small portions of it in as many ways as possible, such as the Harold Lounge and the committee's website. Phillip will begin the data analysis of the Social Sciences data, with help from Lynnel as she prepares to write the final report.
- *Effective Writing (Led by Jen) (Assessment in Fall 2011):*
 - Attendance: Dave, Jackie, Jen, John Metoyer, Loretta, Will, Willard.
 - Discussion: The subcommittee planned the final details of the faculty volunteer request to be sent out next week.
- *Future Plans (Led by Michael) (Direction of the Committee):*
 - Attendance: Allan, Michael, Ray, Samar.
 - Discussion: The subcommittee discussed the CHEA award application and reviewed the draft so far.

Closing:

- *Adjournment:* Michael adjourned the meeting at 4:10 PM.
- *Approval of This Meeting's Minutes:* These 9/21/2011 minutes were approved at the 9/28/2011 meeting by committee vote after being motioned by Allan and seconded by Loretta.



Assessment Committee

Harold Washington College

Chair – *Michael Heathfield, Applied Science*

Vice Chair – *Jen Asimow, Applied Science*

Secretary – *Jeff Swigart, Mathematics*



Agenda for 9/28/2011
3:00 PM to 4:00 PM in Room 1046

- 1) Apologies for absence
- 2) Minutes of September 21st meeting
- 3) Quantitative Reasoning 'Cliff Notes' – Jeff
- 4) QR Dissemination Tracking
- 5) District Assessment Committee
- 6) Effective Writing Assessment Preparation – Jen & Co.
- 7) A.O.B.
- 8) Subcommittee time

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Minutes for 9/28/2011 (Approved)

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

Members Attending:

Jen Asimow – Applied Science
Samar Ayesh – Physical Sciences
Margarita Chavez – World Languages
Jackie Cunningham – ELL WL
Michael Heathfield – Applied Sciences
Chao Lu – Mathematics
Charles McSweeney – Advising
Willard Moody – English
Dave Richardson – Humanities
Jeff Swigart – Mathematics
Phillip Vargas – Physical Sciences
Loretta Visomirskis – English
Matthew Williams – ELL WL
Allan Wilson – Physical Sciences

Apologies:

Will Edwards – Assist. Dir. of Inst. Research
LaRhue Finney – English
Lynnel Kiely – Social Sciences (Reinvention)
John Kieraldo – Library
Ray Tse – Physical Sciences

Absent: (none)

Consultants/Guests Attending:

Don Laackman – President

Opening:

- *Call to Order:* Michael called the meeting to order at 3:05 PM.
- *Approval of Last Meeting's Minutes:* The 9/21/2011 minutes were approved by committee vote after being motioned by Allan and seconded by Loretta.

Word from the President: Don shared that when asked at a district meeting what was going well at HWC, he spoke about our strong work in assessment.

Quantitative Reasoning Results: Jeff gave a Power Point presentation summarizing the results of the quantitative reasoning assessment. A follow-up discussion included the following ideas:

- Share results with the math department.
- Write a blurb for the Assessment Times.
- Disseminate the results in other ways than just the full report.
- Track the actions taken as a result of the recommendations made in the full report.
- Learn to use PeopleSoft to its full potential in order to make data collection easier.
- Continue to gather all assessments and reports to one place, namely the committee's website.

District Assessment Committee: The District assessment meetings have been initiated under the guidance of Dr. Cecilia Lopez, Vice Chancellor of Academic Affairs, in order to begin a process of dialogue and expertise building across the sister colleges. We have much assessment expertise and there are

lessons we can all learn from each other, currently there is no structure or procedure for us to share this across our system. The specific reach, goals, and processes of the committee will be generated by the membership over the next few meetings.

Effective Writing Update: Jen has sent out the first round of faculty volunteer requests for the November 2011 assessment. She shared that the numbers look good so far but that we should continue to urge our colleagues to volunteer.

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

- *Dissemination (Led by Jeff) (QR 2009 Dissemination, SS 2010 Data Analysis, Website):*
 - Attendance: Chao, Charles, Jeff, Margarita, Matthew, Phillip.
 - Discussion:
 - Social Science Data Analysis: Phillip shared that his analysis of the inter-rater reliability shows that the reliability is acceptable. He is now ready to begin working on the full analysis of the data.
 - Quantitative Reasoning Dissemination: Ideas for dissemination included the Harold Lounge, posters, email, student organizations, the CAST committee. Ideas for many topics included the results on cohorts, students repeating a class, and the best and worst scoring topics.
 - Website: Jeff and John need to find out more details about how the new district-wide template will be managed.
- *Effective Writing (Led by Jen) (EW Assessment in Fall 2011):*
 - Attendance: Dave, Jackie, Jen, Loretta, Will.
 - Discussion: The subcommittee members worked on the directions for faculty for the assessment.
- *Future Plans (Led by Michael) (Direction of the Committee):*
 - Attendance: Allan, Michael, Samar.
 - Discussion: The subcommittee started working on mapping the HWC outcomes with the outcomes given in the Lumina Foundation's degree profile at the Associate's level. They will continue this work next week.

Closing:

- *Adjournment:* Michael adjourned the meeting at 4:05 PM.
- *Approval of This Meeting's Minutes:* These 9/28/2011 minutes were approved at the 10/5/2011 meeting by committee vote after being motioned by Jen and seconded by LaRhue.



Assessment Committee

Harold Washington College

Chair – *Michael Heathfield, Applied Science*

Vice Chair – *Jen Asimow, Applied Science*

Secretary – *Jeff Swigart, Mathematics*



Agenda for 10/5/2011
3:00 PM to 4:00 PM in Room 1046

- 1) Apologies for absence
- 2) Minutes of September 28th meeting
- 3) Presidential Feedback!
- 4) Effective Writing Preparation
- 5) CCSSE
- 6) Subcommittee tasks for remainder of semester
- 7) A.O.B.
- 8) Subcommittee time

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Assessment Committee

Harold Washington College



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Vice Chair – Jen Asimow, Applied Science

Secretary – Jeff Swigart, Mathematics

Minutes for 10/5/2011 **(Approved)**

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

Members Attending:

Jen Asimow – Applied Science
Samar Ayesh – Physical Sciences
Margarita Chavez – World Languages
LaRhue Finney – English
Michael Heathfield – Applied Sciences
John Kieraldo – Library
Willard Moody – English
Jeff Swigart – Mathematics
Ray Tse – Physical Sciences
Phillip Vargas – Physical Sciences
Loretta Visomirskis – English
Matthew Williams – ELL WL

Apologies:

Jackie Cunningham – ELL WL
Lynnel Kiely – Social Sciences (Reinvention)
Chao Lu – Mathematics
Charles McSweeney – Advising
Allan Wilson – Physical Sciences

Absent:

Dave Richardson – Humanities

Opening:

- *Call to Order:* Michael called the meeting to order at 3:05 PM.
- *Approval of Last Meeting's Minutes:* The 9/28/2011 minutes were approved by committee vote after being motioned by Jen and seconded by LaRhue.

Presidential Feedback: After visiting our meeting last week, President Laackman emailed Michael about being impressed with the work our committee is doing.

Effective Writing 2011 Assessment: Jen shared the spreadsheet of faculty volunteers we have so far for the assessment this November. We are doing well but still need more volunteers. Jen and Michael will therefore begin emailing out personal invitations. The directions for faculty are almost complete and will be finished during subcommittee time. Will Edwards has been helping to prepare copies of the demographics portion of the assessment.

CCSSE 2012: The Community College Survey of Student Engagement will be administered district-wide this coming spring of 2012. Michael suggested that this be our sole data collection for the calendar year 2012, and then in fall 2012 we work on data analysis and regrouping.

CHEA Award Application: Michael has been working with Will Edwards and John Metoyer to gather information for the award application for the Council for Higher Education Accreditation. He is almost finished and hopes to have a rough draft by next week. John K and Jeff will work toward updating the committee's webpage in case the reviewers of the CHEA award applications decide to look at it.

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

- *Dissemination (Led by Jeff) (QR 2009 Dissemination, SS 2010 Data Analysis, Website):*
 - Attendance: Jeff, John K, Matthew, Michael, Phillip.
 - Discussion:
 - Quantitative Reasoning 2009 Dissemination: Jeff will share a brief version of the results at the next math department meeting. Subcommittee members will also begin working on ideas for posters, articles for the student newspaper, and entries to the Harold Lounge blog.
 - Social Sciences 2010 Data Analysis: Phillip will continue to work on the data analysis and regularly consult with Lynnel.
 - Website: John K and Jeff will update the committee's temporary Google website in order to prepare for the reviewers of the CHEA award application. Jeff will contact John Metoyer to ask that the Assessment Committee link on the HWC homepage be changed from the old outdated site to the temporary Google site. After the CHEA review process is complete, John K and Jeff will start moving all of the information to the new district-wide website template.

- *Effective Writing (Led by Jen) (EW Assessment in Fall 2011):*
 - Attendance: Jen, LaRhue, Loretta, Margarita, Willard.
 - Discussion: The subcommittee discussed what departments had volunteered class sections so far. In order to have better representation, more class sections are needed from biology, business, social science, and English 102. The subcommittee also edited the instructions for faculty for gathering student work and submitting it for the assessment.

- *Future Plans (Led by Michael) (Direction of the Committee):*
 - Attendance: Ray, Samar.
 - Discussion: The subcommittee discussed mapping HWC's general education student learning outcomes with the Lumina Degree Qualification Profile, a task that should be able to be completed within the next few weeks.

Closing:

- *Adjournment:* Michael adjourned the meeting at 4:00 PM.
- *Approval of This Meeting's Minutes:* These 10/5/2011 minutes were approved at the 10/12/2011 meeting by committee vote after being motioned by Loretta and seconded by Allan.



Assessment Committee

Harold Washington College

Chair – *Michael Heathfield, Applied Science*

Vice Chair – *Jen Asimow, Applied Science*

Secretary – *Jeff Swigart, Mathematics*



Agenda for 10/12/2011
3:00 PM to 4:00 PM in Room 1046

- 1) Apologies for absence
- 2) Approval of Minutes of October 5th meeting
- 3) Updates:
 - a. Effective Writing Assessment Volunteers
 - b. Website
 - c. CHEA Award Application
- 4) Assessment Packet Compilation - all hands to the deck!
- 5) A.O.B.
- 6) 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.*



Assessment Committee

Harold Washington College



Chair – Michael Heathfield, Applied Science

Vice Chair – Jen Asimow, Applied Science

Secretary – Jeff Swigart, Mathematics

Minutes for 10/12/2011 (Approved)

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

Members Attending:

Jen Asimow – Applied Science
Samar Ayesh – Physical Sciences
Margarita Chavez – World Languages
Jackie Cunningham – ELL WL
LaRhue Finney – English
Michael Heathfield – Applied Sciences
Chao Lu – Mathematics
Charles McSweeney – Advising
Willard Moody – English
Jeff Swigart – Mathematics
Ray Tse – Physical Sciences
Phillip Vargas – Physical Sciences
Loretta Visomirskis – English
Matthew Williams – ELL WL
Allan Wilson – Physical Sciences

Apologies:

Lynnel Kiely – Social Sciences (Reinvention)
John Kieraldo – Library

Absent:

Dave Richardson – Humanities

Guests Attending:

Luke Belz – Mathematics

Opening:

- *Call to Order:* Michael called the meeting to order at 3:05 PM.
- *Approval of Last Meeting's Minutes:* The 10/5/2011 minutes were approved by committee vote after being motioned by Loretta and seconded by Allan.

Effective Writing Assessment Volunteers: Jen is still looking for faculty volunteers. Concern was expressed regarding the underrepresentation of certain departments. Jen and Michael will continue to send out personal invitations to targeted departments.

CHEA Application and Our Website: Michael has finished the draft of the application for the award through the Council for Higher Education Accreditation. He will email it to us soon for review. John K and Jeff will continue to update the committee's website to prepare for the reviewers of the award.

Assessment Packet Compilation: Committee members worked from 3:15PM to 4:00 PM to compile the faculty packets for the Effective Writing Assessment. As a result, subcommittees did not meet.

Closing:

- *Adjournment:* Michael adjourned the meeting at 4:00 PM.
- *Approval of This Meeting's Minutes:* These 10/12/2011 minutes were approved at the 10/19/2011 meeting by committee vote after being motioned by Allan and seconded by Loretta.



Assessment Committee

Harold Washington College

Chair - *Michael Heathfield, Applied Science*

Vice Chair - *Jen Asimow, Applied Science*

Secretary - *Jeff Swigart, Mathematics*



Agenda for 10/19/2011
3:00 PM to 4:00 PM in Room 1046

- 1) Apologies for Absence
- 2) Approval of October 12th meeting minutes
- 3) Two Truck Loads of 'Thank you'
 - a. CHEA Application
 - b. Assessment Preparation and Volunteers
- 4) Elevator speech - Effective Writing Assessment
- 5) Packet Distribution
- 6) A.O.B.
- 7) 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.*



Assessment Committee

Harold Washington College



Chair – Michael Heathfield, Applied Science

Vice Chair – Jen Asimow, Applied Science

Secretary – Jeff Swigart, Mathematics

Minutes for 10/19/2011 (Approved)

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

Members Attending:

Jen Asimow – Applied Science
Samar Ayesh – Physical Sciences
Margarita Chavez – World Languages
LaRhue Finney – English
Michael Heathfield – Applied Sciences
John Kieraldo – Library
Chao Lu – Mathematics
Charles McSweeney – Advising
Willard Moody – English
Dave Richardson – Humanities
Jeff Swigart – Mathematics
Ray Tse – Physical Sciences
Phillip Vargas – Physical Sciences
Loretta Visomirskis – English
Matthew Williams – ELL WL
Allan Wilson – Physical Sciences

Apologies:

Jackie Cunningham – ELL WL
Lynnel Kiely – Social Sciences (Reinvention)

Absent:

None

Opening:

- *Call to Order:* Michael called the meeting to order at 3:05 PM.
- *Approval of Last Meeting's Minutes:* The 10/12/2011 minutes were approved by committee vote after being motioned by Allan and seconded by Loretta.

Thanks:

- Michael thanked all those who helped to complete the award application for CHEA (Council for Higher Education Accreditation). We now excitedly await the decision of the award reviewers.
- Michael also thanked all those who helped during last week's meeting to stuff envelopes for the Effective Writing Assessment.

Effective Writing “Elevator Speech”: Jen asked committee members to be ready to advertise the Effective Writing assessment as well as defend its purpose and explain the implementation instructions when necessary. Various committee members practiced their “elevator speeches” out loud.

Webpage: Jeff shared concern that the new district webpage template may not be flexible enough to allow for the variety of information that our committee hopes to include on its webpage. John K. will continue to look into these concerns as he attends the district webpage training and also as he talks with Donyel and John M.

Assessment Times: Jen asked for material for the upcoming issue of the Assessment Times, including articles on CHEA, Effective Writing, Social Science, and Quantitative Reasoning.

Effective Writing Packet Distribution: Jen distributed the Effective Writing packets to committee members who could then give them to the necessary faculty members.

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

- *Dissemination (Led by Jeff) (QR 2009 Dissemination, SS 2010 Data Analysis, Website):*
 - Attendance: Chao, Jeff, John K, Matthew, Phillip.
 - Discussion:
 - Social Science Assessment 2010: Phillip successfully downloaded all of the data from Blackboard and is beginning the analysis. He will continue to check in with Lynnel about what aspects of the data to analyze and how to connect the analysis to the SLO's. He will also try to write something up for the Assessment Times.
 - Quantitative Reasoning Assessment 2009: Matthew will work on ideas for signs to put around the college. Jeff will work on an Assessment Times article and blog posts for the Harold Lounge. Phillip will work on a presentation for CAST.
 - Cartoons: Jeff will try to contact the student newspaper to find a cartoonist for the Assessment Times. He will also email some of his cartoon ideas to the other members of the subcommittee.
 - Website: John K. and Jeff spent some time working on the committee's website.
- *Effective Writing (Led by Jen) (EW Assessment in Fall 2011):*
 - Attendance: Dave, Jen, Loretta, Willard.
 - Discussion: Subcommittee members planned the schedule for grading the Effective Writing assessments. They also discussed how graders would be compensated, namely by getting 20 hours of release time from registration for Spring 2011.
- *Future Plans (Led by Michael) (Direction of the Committee):*
 - Attendance: Allan, Michael, Ray, Samar.
 - Discussion: Subcommittee members continued to discuss how they can map the Lumina Foundation's outcomes to HWC's specific SLO's by Fall 2012. This week's discussion specifically centered on how Lumina's concept of Civic Learning fits into HWC's general education or associate in arts requirements.

Closing:

- *Adjournment:* Michael adjourned the meeting at 4:00 PM.
- *Approval of This Meeting's Minutes:* These 10/19/2011 minutes were approved at the 10/26/2011 meeting by committee vote after being motioned by Allan and seconded by Ray.



Assessment Committee

Harold Washington College

Chair – *Michael Heathfield, Applied Science*

Vice Chair – *Jen Asimow, Applied Science*

Secretary – *Jeff Swigart, Mathematics*



Agenda for 10/26/2011
3:00 PM to 4:00 PM in Room 1046

- 1) Apologies for Absence
- 2) Approval of Minutes for October 19th Meeting
- 3) Effective Writing - Reminder for all Faculty participants
- 4) Effective Writing - graders will receive 20 hours reassignment from registration duties
- 5) Website - new one
- 6) Where is 'Civic Learning' in our General Education curriculum and outcomes?
- 7) A.O.B.
- 8) Subcommittee Time

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Assessment Committee

Harold Washington College



Chair – Michael Heathfield, Applied Science

Vice Chair – Jen Asimow, Applied Science

Secretary – Jeff Swigart, Mathematics

Minutes for 10/26/2011 (Approved)

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

Members Attending:

Jen Asimow – Applied Science
Samar Ayesh – Physical Sciences
Margarita Chavez – World Languages
LaRhue Finney – English
Charles McSweeney – Advising
Dave Richardson – Humanities
Jeff Swigart – Mathematics
Ray Tse – Physical Sciences
Phillip Vargas – Physical Sciences
Allan Wilson – Physical Sciences
Willard Moody – English

Apologies:

Michael Heathfield – Applied Sciences
Lynnel Kiely – Social Sciences (Reinvention)
John Kieraldo – Library
Chao Lu – Mathematics
Loretta Visomirskis – English

Absent:

Jackie Cunningham – ELL WL
Matthew Williams – ELL WL

Guests Attending:

Luke Belz – Mathematics

Opening:

- *Call to Order:* Jen called the meeting to order at 3:05 PM. (Michael was not feeling well and sent his apologies.)
- *Approval of Last Meeting's Minutes:* The 10/19/2011 minutes were approved by committee vote after being motioned by Allan and seconded by Ray.

Effective Writing: Jen asked committee members to remind faculty participants to start collecting writing samples if they have not already done so. She also shared that compensation has been approved for graders of the assessment in the form of 20 hours release time from Spring 2012 registration week.

Website: Jeff continues to organize old reports and documents and John K puts them on the website. From now on, a regular agenda item will be Jeff presenting the committee with a portion of old documents to discuss and prepare for the website.

General Education Outcomes: Next week, Michael would like to discuss how Lumina's definition of 'Civic Learning' fits into our own General Education Outcomes.

Subcommittee Time: Work in subcommittees began at 3:20 PM and lasted until the end of the meeting.

- *Dissemination (Led by Jeff) (QR 2009 Dissemination, SS 2010 Data Analysis, Website):*
 - Attendance: Jeff, Luke, Phillip.
 - Discussion: Phillip is still trying to get access to the Blackboard data of the Social Sciences Assessment. He will talk to Lynnel about possible options. Jeff wrote a short piece on

Quantitative Reasoning for Jen for the upcoming issue of Assessment Times. He also shared a potential Harold Lounge blog post, which the subcommittee approved, and he will therefore bring it before the entire committee next week.

- *Effective Writing (Led by Jen) (EW Assessment in Fall 2011):*
 - Attendance: Dave, Jen, LaRhue, Willard.
 - Discussion: Subcommittee members discussed the details of how the rubric for the assessment will be used.

- *Future Plans (Led by Michael) (Direction of the Committee):*
 - Attendance: Allan, Ray, Samar.
 - Discussion: Subcommittee members formed the following list of questions that should be discussed over the next many weeks regarding student learning outcomes (SLO's).
 - What are the SLO's for the Social Sciences classes?
 - What other classes not in the Social Sciences department would supply cultural background?
 - Does college success address any of these issues? If not, can it be modified to include it?
 - How many classes have a service learning component?
 - How can we assess community involvement? For instance, many of our students do work, which counts as community involvement according to Lumina. Yet can we show that they work more because of their education at HWC?
 - How can results of student engagement and student clubs be used to show community involvement?
 - Is there a diversity requirement as part of the Associate in Arts (AA) degree?
 - Does the requirement of a foreign language lead to gains in civic engagement?

Closing:

- *Adjournment:* Jen adjourned the meeting at 4:00 PM.
- *Approval of This Meeting's Minutes:* These 10/26/2011 minutes were approved at the 11/2/2011 meeting by committee vote after being motioned by Charles and seconded by Ray.



Assessment Committee

Harold Washington College

Chair – *Michael Heathfield, Applied Science*

Vice Chair – *Jen Asimow, Applied Science*

Secretary – *Jeff Swigart, Mathematics*



Agenda for 11/2/2011
3:00 PM to 4:00 PM in Room 1046

- 1) Apologies for Absence
- 2) Approval of Minutes of Wednesday 28th October meeting
- 3) Effective Writing Reminder
- 4) Social Sciences Progress Update
- 5) CHEA Application Update
- 6) Assessment Times
- 7) Website Weekly Review: Discussion of Goals, history and outcomes
- 8) 'Civic Learning' do we expect our students to get this from HWC?
- 9) Recent reports on student retention and success
- 10) Sub-Committee 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.*



Assessment Committee

Harold Washington College

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Vice Chair – *Jen Asimow, Applied Science*

Secretary – *Jeff Swigart, Mathematics*



Minutes for 11/2/2011 (Approved)

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

Members Attending:

Jen Asimow – Applied Science
Samar Ayesh – Physical Sciences
Margarita Chavez – World Languages
Jackie Cunningham – ELL WL
LaRhue Finney – English
Michael Heathfield – Applied Sciences
John Kieraldo – Library
Chao Lu – Mathematics
Charles McSweeney – Advising
Jeff Swigart – Mathematics
Ray Tse – Physical Sciences
Phillip Vargas – Physical Sciences
Willard Moody – English

Apologies:

Lynnel Kiely – Social Sciences (Reinvention)
Loretta Visomirskis – English
Allan Wilson – Physical Sciences

Absent:

Dave Richardson – Humanities
Matthew Williams – ELL WL

Guests Attending:

Will Edwards – Assist. Dir. of Inst. Research

Opening:

- *Call to Order:* The meeting was called to order at 3:05 PM.
- *Approval of Last Meeting's Minutes:* The 10/26/2011 minutes were approved by committee vote after being motioned by Charles and seconded by Ray.

Effective Writing 2011 Assessment: Jen will send an email to participating faculty reminding them to collect their students' writing samples as soon as possible.

Social Sciences 2010 Assessment: Phillip now has the full spreadsheet of data and will begin the full analysis.

CHEA Award Application: Our award application for the Council for Higher Education Accreditation is submitted, and the college has updated its membership and paid its dues. Reviewing of the applications begins around November 1st, and the results will be announced around January 4th.

Assessment Times Newsletter: Jen has collected many articles and is still waiting on others. She will work on the final edits next Wednesday and begin printing the final copy late next week.

Website Weekly Review: Jeff has been working to take committee documents from various locations and gather them to one location to then disseminate on the committee's new web page. Each week, Jeff will share with the committee one or two documents to discuss, possibly edit, and then put on the webpage. John K will continue to prepare the new web page according to the district template. This week, Jeff shared with the committee two documents: the General Education Goals and the General Education Outcomes. Jen shared a brief history of these documents, and Michael offered to work on these documents in the Future Plans subcommittee.

Civic Learning: One of Lumina's categories of outcomes is Civic Learning. Michael asked the committee to discuss whether this should be an expectation for our students. There were a range of opinions, some sharing that our students have too many other expectations to add this one as well, and others sharing that civic learning fits well with our institution's social justice focus. Michael and the Future Plans subcommittee will continue to discuss this issue.

Recent Reports on Student Retention and Success: Michael passed out copies of two reports for committee members to consider: *The Hidden Costs of Community College* by American Institutes for Research and *Postsecondary Educational Trajectories of Urban Youth* by Chapin Hall at the University of Chicago.

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

- *Dissemination (Led by Jeff) (QR 2009 Dissemination, SS 2010 Data Analysis, Website):*
 - Attendance: Jeff, John K, Phillip.
 - Discussion: John K shared the work he had done over the past week on the webpage. He also agreed to ask district for editing access to our new webpage so that he can continue to be our webpage manager.

- *Effective Writing (Led by Jen) (EW Assessment in Fall 2011):*
 - Attendance: Dave, Jackie, Jen, LaRhue, Ray, Willard.
 - Discussion: Subcommittee members practiced reading essays and using the rubric.

- *Future Plans (Led by Michael) (Direction of the Committee):*
 - Attendance: Michael, Samar.
 - Discussion: Subcommittee members discussed the Lumina outcome of Civic Learning, noting that although it is not named in our outcomes, it happens in various ways at HWC.

Closing:

- *Adjournment:* The meeting was adjourned at 4:00 PM.
- *Approval of This Meeting's Minutes:* These 11/2/2011 minutes were approved at the 11/9/2011 meeting by committee vote after being motioned by Ray and seconded by Jackie.



Assessment Committee

Harold Washington College

Chair - *Michael Heathfield, Applied Science*

Vice Chair - *Jen Asimow, Applied Science*

Secretary - *Jeff Swigart, Mathematics*



Agenda for 11/9/2011
3:00 PM to 4:00 PM in Room 1046

- 1) Apologies for Absence
- 2) Minutes of November 2nd meeting
- 3) Update on Effective Writing Assessment Data Gathering
- 4) Feedback on District Assessment Chairs Meeting
- 5) Website Review - Quick Look
- 6) Edit and Approve Assessment Times Fall 2011 edition
- 7) Subcommittee Time

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Assessment Committee

Harold Washington College



Chair – Michael Heathfield, Applied Science

Vice Chair – Jen Asimow, Applied Science

Secretary – Jeff Swigart, Mathematics

Minutes for 11/9/2011 (Approved)

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

Members Attending:

Jen Asimow – Applied Science
Samar Ayesh – Physical Sciences
Margarita Chavez – World Languages
Jackie Cunningham – ELL WL
LaRhue Finney – English
Michael Heathfield – Applied Sciences
John Kieraldo – Library
Chao Lu – Mathematics
Willard Moody – English
Ray Tse – Physical Sciences
Phillip Vargas – Physical Sciences
Allan Wilson – Physical Sciences

Apologies:

Lynnel Kiely – Social Sciences (Reinvention)
Charles McSweeney – Advising
Jeff Swigart – Mathematics
Loretta Visomirskis – English

Absent:

Dave Richardson – Humanities
Matthew Williams – ELL WL

Opening:

- *Call to Order:* The meeting was called to order at 3:05 PM.
- *Approval of Last Meeting's Minutes:* The 11/2/2011 minutes were approved by committee vote after being motioned by Ray and seconded by Jackie.

Update on Effective Writing Assessment Data Gathering:

Michael announced that the effective writing packets are being turned in by faculty, but we are still waiting on roughly 80% of them. Jen will send another email shortly to remind people.

District Assessment Chairs Meeting:

- Michael and Jennifer attended the district assessment chairs meeting on behalf of the Assessment Committee. They talked about many things that culminated in writing a vision for assessment committees. We are planning to share our expertise with the other colleges.
- Michael expressed concern that assessment data may be used as performance metrics, and he is emphatically pushing for that not to happen. Allan mentioned a similar concern within the Chemistry department. Michael plans to have these concerns addressed explicitly in the charter.
- Jennifer discussed the value project involving template rubrics for disciplines where you can put assessment data into a website which can then perform analysis of your data with comparative data from other participating colleges. The impetus for this is to prevent reinventing the wheel.
- Civic learning was also discussed and will not be going away! Michael again pushed for us to get ahead of this.

Website Review:

John K shared that the website has been updated with the general education goals.

Assessment Times Fall 2011 Edition:

Jen passed out the assessment times to red pen. After a cursory review, Jen asked everyone to take home a copy to read closer and have corrections by Friday.

Subcommittee Time: Work in subcommittees began at 3:35 PM and lasted until the end of the meeting.

- *Dissemination (Led by Jeff) (QR 2009 Dissemination, SS 2010 Data Analysis, Website):*
 - Attendance: Chao, John K, Phillip.
 - Discussion: Chao is looking into the cartoon for the Assessment Times. Everyone else is brainstorming catchy slogans. Phillip said his farewells to the Dissemination subcommittee to move to Effective writing. However, Phillip will continue to be the liaison with CAST for disseminating the QR data most likely next semester.

- *Effective Writing (Led by Jen) (EW Assessment in Fall 2011):*
 - Attendance: Dave, Jackie, Jen, LaRhue, Ray, Willard.
 - Discussion: Jackie shared that she has been collating the data. Phillip discussed how we should proceed with inter-rater reliability for the effective writing grades along with how to conduct a single-blind study. Subcommittee members also spent time editing the Assessment Times.

- *Future Plans (Led by Michael) (Direction of the Committee):*
 - Attendance: Michael, Ray, Samar.
 - Discussion: Subcommittee members spent the time mapping SLOs of our general education with Lumina's outcomes.

Closing:

- *Adjournment:* The meeting was adjourned at 4:00 PM.
- *Approval of This Meeting's Minutes:* These 11/9/2011 minutes were approved at the 11/16/2011 meeting by committee vote after being motioned by Ray and seconded by Samar.



Assessment Committee

Harold Washington College

Chair – *Michael Heathfield, Applied Science*

Vice Chair – *Jen Asimow, Applied Science*

Secretary – *Jeff Swigart, Mathematics*



Agenda for 11/16/2011
3:00 PM to 4:00 PM in Room 1046

- 1) Apologies for absence
- 2) Minutes of November 9th meeting
- 3) Effective Writing Update
- 4) Don's Feedback
- 5) Speedy Lumina Developments
- 6) Cecilia and Kojo requests for information
- 7) Assessment Website Review
- 8) Meeting Next week....
- 9) Subcommittee time

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Assessment Committee

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Vice Chair – Jen Asimow, Applied Science

Secretary – Jeff Swigart, Mathematics

Minutes for 11/16/2011 (Approved)

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

Members Attending:

Jen Asimow – Applied Science
Samar Ayesh – Physical Sciences
Margarita Chavez – World Languages
Michael Heathfield – Applied Sciences
John Kieraldo – Library
Chao Lu – Mathematics
Willard Moody – English
Jeff Swigart – Mathematics
Ray Tse – Physical Sciences
Phillip Vargas – Physical Sciences

Apologies:

Jackie Cunningham – ELL WL
Lynnel Kiely – Social Sciences (Reinvention)
Loretta Visomirskis – English
Charles McSweeney – Advising
Allan Wilson – Physical Sciences

Absent:

LaRhue Finney – English
Dave Richardson – Humanities
Matthew Williams – ELL WL

Opening:

- *Call to Order:* The meeting was called to order at 3:04 PM.
- *Approval of Last Meeting's Minutes:* The 11/9/2011 minutes were approved by committee vote after being motioned by Ray and seconded by Samar.

Special Thanks: Jeff thanked Phillip for taking minutes last week in his absence.

Effective Writing Assessment Packets: Committee members helped to organize the Effective Writing Assessment packets in order to prepare them for the graders.

President's Feedback: President Laackman informed Michael that he had read the Quantitative Reasoning report and liked the ideas of replicating the study at a later time and of percents across the curriculum.

Lumina: Cecilia Lopez, the vice-chancellor of academic affairs at district, has called a meeting of Assessment Committee chairs for this Friday to discuss the Lumina outcomes and how they will be used here at the CCC.

District's Request for Information: Michael has been asked by district to provide a list of direct or indirect measures that our committee has used up to the present time. Michael presented the committee with a list of our past assessments from 2003 up to now, and committee members briefly discussed whether each assessment was direct or indirect. Michael will submit the summary to district this week.

Assessment Times: Jen will complete the final touches and then email it out tomorrow.

District-Wide Assessment Committee: Michael has written a purpose statement for the District-Wide Assessment Committee after being asked to do so. He shared what he had written with members of our committee, and there was a brief discussion..

Subcommittee Time: There was no time for subcommittees this week.

Closing:

- *Adjournment:* The meeting was adjourned at 4:05 PM.
- *Approval of This Meeting's Minutes:* These 11/16/2011 minutes were approved at the 11/23/2011 meeting by committee vote after being motioned by Phillip and seconded by John K.



Assessment Committee

Harold Washington College

Chair - *Michael Heathfield, Applied Science*

Vice Chair - *Jen Asimow, Applied Science*

Secretary - *Jeff Swigart, Mathematics*



Agenda for 11/23/2011
3:00 PM to 4:00 PM in Room 1046

- 1) Apologies for Absence
- 2) Minutes of November 16th meeting
- 3) Effective Writing Update
- 4) HWC Assessment History and VP Feedback
- 5) Lumina Foundation - District Update
- 6) Degree level assessment idea
- 7) AOB
- 8) Subcommittee Time

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Assessment Committee

Harold Washington College



Chair – Michael Heathfield, Applied Science

Vice Chair – Jen Asimow, Applied Science

Secretary – Jeff Swigart, Mathematics

Minutes for 11/23/2011 (Approved)

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

Members Attending:

Samar Ayesh – Physical Sciences
Margarita Chavez – World Languages
Jackie Cunningham – ELL WL
Michael Heathfield – Applied Sciences
John Kieraldo – Library
Chao Lu – Mathematics
Dave Richardson – Humanities
Jeff Swigart – Mathematics
Ray Tse – Physical Sciences
Phillip Vargas – Physical Sciences
Allan Wilson – Physical Sciences

Apologies:

Jen Asimow – Applied Science
LaRhue Finney – English
Lynnel Kiely – Social Sciences (Reinvention)
Charles McSweeney – Advising
Loretta Visomirskis – English

Absent:

Willard Moody – English
Matthew Williams – ELL WL

Opening:

- *Call to Order:* The meeting was called to order at 3:04 PM.
- *Approval of Last Meeting's Minutes:* The 11/16/2011 minutes were approved by committee vote after being motioned by Phillip and seconded by John K.

Effective Writing: Michael shared that we have 640 writing samples so far. He will be sending one final reminder for faculty volunteers to turn in their samples.

HWC Assessment History: In response to a district request, Michael compiled a history of the assessments given by HWC from 2003 to present time. Dr. Cecilia Lopez, Vice Chancellor of Academic Affairs, shared with Michael that she was impressed of the assessment work that HWC has done.

Lumina: Dr. Cecilia Lopez has been in contact with the Lumina foundation with the goal of the CCC adopting the Lumina outcomes. Our committee should continue to look into how the Lumina outcomes map to the current CCC outcomes.

Degree Level Assessment: District wants to work more on degree level assessment. Our committee should begin discussing what this might look like and whether or not it is within our mission.

Web-Based Mapping of Student Outcomes: Michael shared his idea of using the Lumina degree qualification profile to establish some form of website mapping of these generic student outcomes and establish a system using web-generated assignment feedback sheets that students could use to map their progress in 'learning outcome terms' as they move towards degree completion. The committee discussed this idea for some time.

Assessment Times Faculty Version: Since the original mailing of a PDF attachment did not work for everyone, John K will email the faculty version again, this time as a link to a PDF file on our webpage.

Assessment Times Student Version: Committee members will distribute hard copies of the student version to various locations that students hang out in the college.

Tenure Portfolios: Congratulations to Phillip, Ray, and Samar on their first-year tenure portfolios being completed!

Subcommittee Time: There was no time for subcommittees this week.

Closing:

- *Adjournment:* The meeting was adjourned at 4:05 PM.
- *Approval of This Meeting's Minutes:* These 11/23/2011 minutes were approved at the 11/30/2011 meeting by committee vote after being motioned by Phillip and seconded by LaRhue.



Assessment Committee

Harold Washington College

Chair – *Michael Heathfield, Applied Science*

Vice Chair – *Jen Asimow, Applied Science*

Secretary – *Jeff Swigart, Mathematics*



Agenda for 11/30/2011
3:00 PM to 4:00 PM in Room 1046

- 1) Apologies for Absence
- 2) Minutes of November 23rd Meeting
- 3) Effective Writing Update and Organization
- 4) Outline Planning for Spring 2012
- 5) Review and Thanks
- 6) A.O.B.

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



Chair – Michael Heathfield, Applied Science

Vice Chair – Jen Asimow, Applied Science

Secretary – Jeff Swigart, Mathematics

Minutes for 11/30/2011 (Approved)

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

Members Attending:

Samar Ayesh – Physical Sciences
Margarita Chavez – World Languages
LaRhue Finney – English
Michael Heathfield – Applied Sciences
John Kieraldo – Library
Chao Lu – Mathematics
Willard Moody – English
Dave Richardson – Humanities
Jeff Swigart – Mathematics
Ray Tse – Physical Sciences
Phillip Vargas – Physical Sciences
Allan Wilson – Physical Sciences

Apologies:

Jen Asimow – Applied Science
Lynnel Kiely – Social Sciences (Reinvention)
Charles McSweeney – Advising
Loretta Visomirskis – English

Absent:

Jackie Cunningham – ELL WL
Matthew Williams – ELL WL

Opening:

- *Call to Order:* The meeting was called to order at 3:05 PM.
- *Approval of Last Meeting's Minutes:* The 11/23/2011 minutes were approved by committee vote after being motioned by Phillip and seconded by LaRhue.

Review and Thanks: Michael shared a brief overview of the work completed this semester and thanked everyone for their hard work.

Assessment Times: Michael will email the full and student versions as links to our webpage.

Effective Writing Update and Organization: Michael will coordinate a training session for the graders in order to make sure everyone is applying the rubric similarly. Jeff will email spreadsheet files to each grader with instructions to email them back to him when completed. This first round of grading will be completed by registration week in January, at which time the essays will be redistributed for a second round of grading.

Subcommittee Time: Subcommittee time was spent editing the documents necessary for the Effective Writing training and grading.

Closing:

- *Adjournment:* The meeting was adjourned at 4:00 PM.
- *Approval of This Meeting's Minutes:* These 11/30/2011 minutes were approved at the 1/25/2012 meeting by committee vote after being motioned by Loretta and seconded by John.