

# Assessment Committee

Harold Washington College



Committee Chair – *Michael Heathfield, Applied Science*

Committee Vice Chair – *Jen Asimow, Applied Science*

Committee Secretary – *Jeffrey Swigart, Mathematics*

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Agenda for 1/26/2011  
3:00 PM to 4:00 PM in Room 1046

- 1) Welcomes, Introductions & Team Changes
- 2) Minutes of the 12/1/10 meeting
- 3) Key Tasks and Responsibilities
  - i) Effective Writing Assessment
  - ii) Quantitative Reasoning Assessment
  - iii) Social Science Assessment
  - iv) CCSSE Results
  - v) Assessment Times and Assessment Website
- 4) Different audiences and different artifacts
  - i) HWC Faculty & Staff
  - ii) HWC Students
  - iii) City Colleges Stakeholders and Colleagues
  - iv) Wider academic and public domains
- 5) Sub-Committee Formation  
Roles and Timelines

(Next meeting will be 2/2/2011 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 – *Jen Asimow, Applied Science*

Committee Secretary – *Jeffrey Swigart, Mathematics*

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Minutes for 1/26/2011 (Approved)

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

## Members Attending

Jen Asimow – Applied Science  
Margarita Chavez – World Languages  
Jacqueline Cunningham – ELL WL  
Michael Heathfield – Applied Sciences  
John Kieraldo – Library  
Chao Lu – Mathematics  
Jaime Millan – Physical Sciences  
Willard Moody – English  
Dave Richardson – Humanities  
Jeffrey Swigart – Mathematics  
Loretta Visomirskis – English  
Matthew Williams – ELL WL

## Apologies

Lynnel Kiely – Social Sciences (Reinvention)

## Absent

LaRhue Finney – English  
Charles McSweeney – Advising  
Vincent Wiggins – OIT

## Consultants/Visitors Attending

Chris Kabir – Research & Planning

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## Opening:

- *Call to Order:* Michael called the meeting to order at 3:05 PM.
- *Approval of Last Meeting's Minutes:* The 12/1/2010 minutes with minor edits were approved by committee vote after being motioned by Jen and seconded by Loretta.

## Welcomes, Introductions & Team Changes:

Jen is now vice chair, replacing Todd who stepped down. This is a temporary role for one semester.

## Release Time:

There is now release time for all three officers: 6 hours for the chair, 3 hours for the vice chair, and 3 hours for the secretary.

## Key Tasks and Responsibilities:

- ***Effective Writing Assessment:*** Jen shared that the Effective Writing Subcommittee must finalize the methodology and run the pilot this semester of Spring 2011, preparing for the actual assessment next semester of Fall 2011. The subcommittee has planned on using already-existing assignments from various classes for the pilot. Issues yet to discuss include how to choose assignments for pilot, how to make sure students taking the pilot and assessment are English 101 eligible, and how to make sure we get a sample of students from a wide range of English classes.
- ***Quantitative Reasoning Assessment:*** Chris Sabino finished the rough draft of the report. Mike shared that the Dissemination Subcommittee must now finalize the report and prepare it for dissemination along with artifacts.

- **Social Science Assessment:** Michael shared that he is awaiting approval for the special projects for graders, and the Social Science Subcommittee must finalize the grading procedure. Michael has been communicating via email with Lynnel, who is on the Reinvention Task Force. The district administration has graciously given her permission to work with us. Michael will also connect with Domenico Ferri in order to prepare for the grading of the Social Science assessments.
- **CCSSE Results:** Michael shared that Dave has been working on the CCSSE data, and the Dissemination Subcommittee should continue to analyze it for results.
- **Assessment Times:** Jen is working on the next edition. She suggested that we make a separate version of it for students.
- **Assessment Website:** John and Jen continues to work on updating the website.

#### **Different Audiences and Different Artifacts:**

Michael shared that he wants to differentiate more clearly the information we disseminate to various audiences, namely HWC faculty and staff, HWC students, CCC stakeholders and colleagues, and wider academic and public domain. Jen again discussed the idea of a version of the Assessment Times for students, coming out at same time as the Assessment Times for faculty. The committee also discussed putting information for the general public on our website.

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

- *Dissemination (Led by Michael) (QR, CCSSE, Times, Blackboard, Website):*
  - Attendance: Jeff, Michael.
  - Tasks to Complete:
    - CCSSE data must be analyzed and then the results disseminated.
    - Quantitative Reasoning rough draft report must be finalized and then the results disseminated.
- *Effective Writing (Led by Jen) (Pilot in Spring 2011, Assessment in Fall 2011):*
  - Attendance: Dave, Jacqueline, Jen, Loretta, Willard.
  - Tasks to Complete:
    - Look at the assessment rubric previously prepared by Dave, LaRhue, and Willard.
    - Examine samples of student writing in order to establish standards.
- *Social Sciences (Led by Chris K.) (Grading and Analyzing the Fall 2010 Assessment):*
  - Attendance: Chao, Chris K., Jaime, John, Matthew.
  - Tasks to Complete:
    - Make an agenda
    - Pull some samples to identify raters, and solidify rating procedure.

#### **Closing:**

- *Adjournment:* Michael adjourned the meeting at 4:05 PM.
- *Approval of This Meeting's Minutes:* These 1/26/2011 minutes were approved at the 2/9/2011 meeting by committee vote after being motioned by Willard and seconded by Jen.

# Assessment Committee

Harold Washington College



Committee Chair – *Michael Heathfield, Applied Science*

Committee Vice Chair – *Jen Asimow, Applied Science*

Committee Secretary – *Jeffrey Swigart, Mathematics*

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Agenda for 2/9/2011  
3:00 PM to 4:00 PM in Room 1046

- 1) Apologies
- 2) Minutes of January 26th meeting
- 3) Quantitative Reasoning Report Draft
- 4) AOB
- 5) Sub Committee Time
  - Effective Writing Pilot Preparation
  - QR dissemination and artifacts
  - CCSSE dissemination

(Next meeting will be 2/16/2011 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



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**Committee Vice Chair – Jen Asimow, Applied Science**

**Committee Secretary – Jeffrey Swigart, Mathematics**

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Minutes for 2/9/2011 (Approved)

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

## Members Attending

Jen Asimow – Applied Science  
Margarita Chavez – World Languages  
Jacqueline Cunningham – ELL WL  
Michael Heathfield – Applied Sciences  
Chao Lu – Mathematics  
Charles McSweeney – Advising  
Jaime Millan – Physical Sciences  
Willard Moody – English  
Dave Richardson – Humanities  
Jeffrey Swigart – Mathematics  
Loretta Visomirskis – English  
Vincent Wiggins – OIT

## Apologies

Lynnel Kiely – Social Sciences (Reinvention)

## Absent

LaRhue Finney – English  
John Kieraldo – Library  
Matthew Williams – ELL WL

## Consultants/Visitors Attending

Chris Kabir – Research & Planning

## Guests:

Christopher Sabino - Mathematics

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## Opening:

- *Call to Order:* Michael called the meeting to order at 3:05 PM.
- *Approval of Last Meeting's Minutes:* The 1/26/2011 minutes with minor edits were approved by committee vote after being motioned by Willard and seconded by Jen.

**Quantitative Reasoning Report Draft:** Chris S. visited the committee to present the rough draft he completed of the Quantitative Reasoning Report. The following were the topics of discussion:

- *Highest Math Class:* The committee discussed the need to look more carefully at the apparent lack of correlation between highest math class and score on the assessment score. Chris S. suggested that this may be because math students become more specialized. For example, some topics in Math 118 General Education Mathematics may not be covered in Math 207 Calculus I. Math classes are linear for some topics, thus building off of each other. Yet for other topics math classes are specialized, thus like silos. Jeff suggested adding to the report the scatterplot comparing highest math class to score on the assessment.
- *Specialized Math Department Discussion:* After the committee finalizes the report, Chao, Chris S., and Jeff will bring it to a math department meeting for specialized discussion.
- *Summary of Basic Results:* Mike suggested that we focus on some basic results to quickly disseminate while the rest of the report is more slowly revised and completed. For example, what topics were students strongest or weakest on as a whole?

- *Scoring*: Chris K. suggested that we should be careful to not count skipped questions the same as missed questions. Jen added that we should make instructions clear that we are not penalizing for guessing.
- *Analysis of Outcomes*: Michael suggested adding a matrix showing how each question relates to our outcomes and then looking at the success of each outcome.
- *Voice of Report*: Dave suggested changing the voice of the report from first person to the voice of the committee.
- *Continued Work on the Report*: Chris S. will now be handing the report over to the Dissemination Subcommittee to continue the work of revision and finalizing.

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

- *Dissemination (Led by Michael) (QR, CCSSE, Times, Blackboard, Website)*:
  - Attendance: Charles, Chris S., Jeff, Michael.
  - Discussion:
    - Jeff will begin revising and finalizing the Quantitative Reasoning Report, relieving Chris S. of his role in writing the draft. Jeff will produce a summary of brief results to disseminate as soon as possible. He will then continue work on revision and finalization of the report.
    - Dave is continuing to work on the CCSSE data, and he will soon pass it off to the Dissemination Subcommittee.
- *Effective Writing (Led by Jen) (Pilot in Spring 2011, Assessment in Fall 2011)*:
  - Attendance: Dave, Jacqueline, Jen, Loretta, Willard.
  - Discussion:
    - The subcommittee has decided to revisit the correlation between the student learning outcomes and the rubric to be used for the writing assessment. The subcommittee will assess an example essay using the current form of the rubric. Members will return with an opinion on rubric application and a clear plan for adaptation.
- *Social Sciences (Led by Chris K.) (Grading and Analyzing the Fall 2010 Assessment)*:
  - Attendance: Chao, Chris K., Vincent.
  - Tasks to Complete:
    - What to do with omitted or wrong answers.
    - Finalize rubric.
    - Talk to Lynnel and Michael about the rubric.

**Closing:**

- *Adjournment*: Michael adjourned the meeting at 4:05 PM.
- *Approval of This Meeting's Minutes*: These 2/9/2011 minutes were approved at the 2/16/2011 meeting by committee vote after being motioned by Jen and seconded by John.

# Assessment Committee

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Committee Secretary – *Jeffrey Swigart, Mathematics*

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Agenda for 2/16/2011  
3:00 PM to 4:00 PM in Room 1046

- 1) Minutes of 2/9/11 meeting
- 2) Updates from Subcommittee work
  - Effective Writing
  - Social Sciences
  - Quantitative Reasoning
  - Dissemination
- 3) AOB
- 4) Subcommittee time

(Next meeting will be 2/23/2011 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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**Committee Secretary – Jeffrey Swigart, Mathematics**

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Minutes for 2/16/2011 (Approved)

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

## Members Attending

Jen Asimow – Applied Science  
Jacqueline Cunningham – ELL WL  
Michael Heathfield – Applied Sciences  
Lynnel Kiely – Social Sciences (Reinvention)  
John Kieraldo – Library  
Charles McSweeney – Advising  
Jaime Millan – Physical Sciences  
Willard Moody – English  
Dave Richardson – Humanities  
Jeffrey Swigart – Mathematics  
Loretta Visomirskis – English  
Matthew Williams – ELL WL

## Apologies

None

## Absent

Margarita Chavez – World Languages  
LaRhue Finney – English  
Chao Lu – Mathematics  
Vincent Wiggins – OIT

## Consultants/Visitors Attending

Chris Kabir – Research & Planning

## Guests:

Christopher Sabino - Mathematics

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## Opening:

- *Call to Order:* Michael called the meeting to order at 3:05 PM.
- *Approval of Last Meeting's Minutes:* The 2/9/2011 minutes with minor edits were approved by committee vote after being motioned by Jen and seconded by John.

## Any Other Business:

- Congratulations to Allan, Farah, and Jeff on being awarded tenure.
- Thanks to Chris K for transcribing the handwritten answers on the Social Science assessment.
- The District has paid for all seven colleges to participate in CCSSE in 2013.

## Update on Effective Writing:

Jen shared that the subcommittee is almost ready to send out invitations for volunteers for the pilot of the Effective Writing Assessment. The goal is to have between 7 and 10 class sections participate in the pilot. The subcommittee must also prepare instructions to give to participating faculty.

## Update on Social Sciences:

Lynnel shared that the grading rubric finalized. The subcommittee must now recruit 10 evaluators (6 from the Social Sciences and 4 other disciplines). The subcommittee also wants to analyze the data for the multiple choice questions very soon in order to disseminate some immediate results.



## Update on Dissemination:

- *Quantitative Reasoning:*
  - Chris S. and Jeff met to determine the process of finishing the report. Chris S. will edit the grammar, fix some of the graphs, add a matrix showing Student Learning Outcomes, and then put the edited document on Google Docs.
  - Jeff will then begin working on a short report giving preliminary findings to disseminate very soon. Jeff will continue to edit the entire report for dissemination at a later time.
  - Chris S. and Jeff will present preliminary findings at this Friday's Math Dept. meeting.
- *CCSSE:* Dave is still working on comparing the CCSSE 2009 data to the CCSSEE 2005 data. Jeff will write a short report on the findings to disseminate as soon as possible.
- *Cartoon Strip:* Michael is working on a regularly occurring cartoon strip as a way of humorously disseminating results and discussing issues. Potential venues include the Assessment Times, the committee's website, and the Harold Lounge blog.

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

- *Dissemination (Led by Michael) (QR, CCSSE, Times, Blackboard, Website):*
  - Attendance: Chris S., Jeff, John, Michael.
  - Discussion:
    - For the Quantitative Reasoning report, consider the following. Which questions were most successful? Which distractors were chosen most? Which SLO's were most successful? How did the mean scores of different cohorts compare?
    - Continue working on the Assessment Times for approval 4 weeks from now and dissemination 5 weeks from now.
    - Work on the cartoon strip for various venues.
    - Dave hopes to have preliminary results of his comparison between the CCSSE 2005 data and the CCSSE 2009 data within two weeks.
- *Effective Writing (Led by Jen) (Pilot in Spring 2011, Assessment in Fall 2011):*
  - Attendance: Dave, Jacqueline, Jen, Loretta, Willard.
  - Discussion:
    - Jacqueline and Loretta will edit the rubric to include concrete and moderately quantifiable subcategories for each of the assessment criteria on the rubric.
    - The subcommittee agreed that the pilot should involve gathering samples that are organically generated during classes.
    - It is under consideration whether each Student Learning Outcome should be equally weighted.
- *Social Sciences (Led by Chris K.) (Grading and Analyzing the Fall 2010 Assessment):*
  - Attendance: Chao, Charles, Chris K., Jaime, Lynnel, Matthew.
  - Discussion: The subcommittee finalized the grading rubric.
  - Tasks to Complete:
    - Solicit interest for raters, making final choices within about two weeks.
    - Work on timeline.
    - Agree on rating methodology.
    - Prepare training, perhaps for pairs of raters.
    - Add "examples" to rubric.

## Closing:

- *Adjournment:* Michael adjourned the meeting at 4:05 PM.
- *Approval of This Meeting's Minutes:* These 2/16/2011 minutes were approved at the 2/23/2011 meeting by committee vote after being motioned by Jen and seconded by Charles.

# Assessment Committee

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Committee Secretary – *Jeffrey Swigart, Mathematics*

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Agenda for 2/23/2011

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

- 1) Sub-Committee Time
- 2) Apologies for Absence
- 3) Minutes of 2/16/11 meeting
- 4) Social Science Special Assignments
- 5) CCSSE dissemination sneak peak
- 6) QR Report updates
- 7) AOB

(Next meeting will be 2/30/2011 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 2/23/2011 (Approved)

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

## Members Attending

Jen Asimow – Applied Science  
Margarita Chavez – World Languages  
LaRhue Finney – English  
Michael Heathfield – Applied Sciences  
Chao Lu – Mathematics  
Charles McSweeney – Advising  
Jaime Millan – Physical Sciences  
Willard Moody – English  
Jeffrey Swigart – Mathematics  
Matthew Williams – ELL WL

## Apologies

Lynnel Kiely – Social Sciences (Reinvention)  
John Kieraldo – Library  
Loretta Visomirskis – English

## Absent

Jacqueline Cunningham – ELL WL  
Dave Richardson – Humanities  
Vincent Wiggins – OIT

## Consultants/Visitors Attending

Chris Kabir – Research & Planning

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## Opening:

- *Call to Order:* Michael called the meeting to order at 3:05 PM.
- *Approval of Last Meeting's Minutes:* The 2/16/2011 minutes were approved by committee vote after being motioned by Jen and seconded by Charles.

**Subcommittee Time:** Work in subcommittees began at 3:05 PM and lasted until 3:35 PM.

- *Dissemination (Led by Michael) (QR, CCSSE, Times, Blackboard, Website):*
  - Attendance: Jeff, Michael.
  - Discussion:
    - *Quantitative Reasoning:* Chris Sabino finished his rough draft of the report. Jeff is now working on a short version of the report to disseminate soon. He is also working on the final edits of the report as a whole.
    - *CCSSE:* At next week's meeting, Dave plans to present his preliminary results of his comparison between the CCSSE 2005 data and the CCSSE 2009 data.
- *Effective Writing (Led by Jen) (Pilot in Spring 2011, Assessment in Fall 2011):*
  - Attendance: Jen, LaRhue, Willard.
  - Discussion: The subcommittee discussed the instructions to be given to the teachers who volunteer for the pilot. The discussion centered on the type and length of the writing that will be required from students.
- *Social Sciences (Led by Chris K.) (Grading and Analyzing the Fall 2010 Assessment):*
  - Attendance: Chao, Charles, Chris K., Jaime, Margarita, Matthew.
  - Discussion:

- The subcommittee is working on the timeline for training for graders.
- A partial group of graders has been gathered, including four faculty member from the social sciences and one faculty member from history.
- The subcommittee discussed potential contents of the final report as well as potential writers.

**Graders for the Social Sciences Assessment:**

Below is the list of graders, each with a special assignment for \$1000.

- Faculty – Assessment Committee members
  - Matthew Williams – World Languages/ELL – Assessment Committee Member
  - Chao Lu – Mathematics – Assessment Committee Member
  - Jennifer Asimow – Applied Science – Assessment Committee Member
  - Lynnel Kiely – Social Science – Assessment Committee Member
  - La Rhue Finney – English/Speech – Assessment Committee Member
  - Margarita Chavez - World Languages/ELL – Assessment Committee Member
- Staff – Assessment Committee members
  - Charles McSweeney – Advising Office – Assessment Committee Member
- Faculty – Non-Assessment Committee members
  - Betty Harris – Social Science
  - Domenico Ferri – Social Science
  - Marite Fregoso – Social Science

**Report Writing:** The committee would like to do better at sharing the responsibility of writing reports rather than putting the sole responsibility on a small number of people. One problem with this is that there are only one or two faculty members in each subject on the committee, and their expertise is usually necessary to write a report for that specific subject. Yet perhaps some tasks can be delegated to other members willing to help on a specific report, even if outside of their subject area.

**CCSSE Dissemination:** Dave will present on the CCSSE data at the meeting next week.

**Quantitative Reasoning Report:** Jeff will work on a short report to disseminate soon and the longer report to disseminate later on.

**Effective Writing Pilot:** The subcommittee is working on the final details of the pilot.

**Closing:**

- *Adjournment:* Michael adjourned the meeting at 4:05 PM.
- *Approval of This Meeting's Minutes:* These 2/23/2011 minutes were approved at the 3/2/2011 meeting by committee vote after being motioned by John and seconded by Charles.

# Assessment Committee

Harold Washington College



Committee Chair – *Michael Heathfield, Applied Science*

Committee Vice Chair – *Jen Asimow, Applied Science*

Committee Secretary – *Jeffrey Swigart, Mathematics*

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

- 1) Apologies
- 2) Minutes of February 23rd meeting
- 3) Update on Social Science Assessment - Mike
- 4) Update on QR Assessment - Jeff
- 5) Updated on Effective Writing pilot - Jen
- 6) New regular agenda item: Big Issue - Mike
- 7) CCSSE Findings presentation - Dave
- 8) AOB
- 9) Sub-Committee Time

(Next meeting will be 3/9/2011 from 3:00 PM to 4:00 PM in Room 1046.)

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**Committee Secretary – Jeffrey Swigart, Mathematics**

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Minutes for 3/2/2011 (Approved)

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

## Members Attending

Jen Asimow – Applied Science  
Jacqueline Cunningham – ELL WL  
Michael Heathfield – Applied Sciences  
John Kieraldo – Library  
Chao Lu – Mathematics  
Charles McSweeney – Advising  
Jaime Millan – Physical Sciences  
Willard Moody – English  
Dave Richardson – Humanities  
Jeffrey Swigart – Mathematics  
Loretta Visomirskis – English  
Matthew Williams – ELL WL

## Apologies

Margarita Chavez – World Languages  
LaRhue Finney – English  
Lynnel Kiely – Social Sciences (Reinvention)

## Absent

Vincent Wiggins – OIT

## Consultants/Visitors Attending

Chris Kabir – Research & Planning

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## Opening:

- *Call to Order:* Michael called the meeting to order at 3:05 PM.
- *Approval of Last Meeting's Minutes:* The 2/23/2011 minutes were approved by committee vote after being motioned by John and seconded by Charles.

## Update on Social Science Assessment:

Mike shared that the special assignment forms have been submitted for the graders of the qualitative questions. The Social Science Subcommittee is working on planning the training for the graders. Chris K. is working on a preliminary report detailing the results of the multiple choice questions. The overall report will be written after the graders finish the qualitative questions.

## Update on Quantitative Reasoning Assessment:

Jeff completed a rough draft of preliminary report. Michael will look at this weekend, and Jeff will then email it to the entire committee by Monday. At next week's meeting, the committee will discuss it to prepare it for dissemination.

## Update on Effective Writing Pilot:

The Effective Writing Subcommittee is calling for volunteers for the pilot. The volunteers must collect writing assignments from their students during the 10<sup>th</sup> to 12<sup>th</sup> week of the semester. The assignment should be a response to a prompt/assignment/exam question that asks for a fully developed response. The length should be more than a long paragraph and up to a page in length. Students must also complete demographic information to be attached to the writing samples. The subcommittee will distribute volunteer forms for interested faculty to fill out.

**Big Issues:**

Mike shared his concern that we spend most of our time discussing little details of tasks that need to be completed. Yet we should put aside time to discuss bigger, broader issues. For example, we should discuss the issue of informed consent. Even though we do not have a review board at HWC, we should discuss how to ethically get students' consent for our use of their assessment data and other information.

**CCSSE Findings Presentation:**

HWC participated in the CCSSE (Community College Survey of Student Engagement) in the years 2005 and 2009. After spending many weeks comparing the two sets of data, Dave presented his preliminary findings. A long discussion ensued, and the committee will continue to study the data to further discuss. In the meantime, Dave will begin work on a preliminary report for future dissemination.

**Sub-Committee Time:** We had no time for subcommittees this week.

**Next Week:**

- Discuss topics for the newsletter.
- Discuss the Quantitative Reasoning Preliminary Report.

**Closing:**

- *Adjournment:* Michael adjourned the meeting at 4:10 PM.
- *Approval of This Meeting's Minutes:* These 3/2/2011 minutes were approved at the 3/9/2011 meeting by committee vote after being motioned by Loretta and seconded by John.

# Assessment Committee

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

- 1) Sub-committee Time
- 2) Apologies
- 3) Minutes of March 2nd meeting
- 4) Effective Writing Pilot
  - Volunteered Sections
  - Faculty Instruction Sheet approval
- 5) Social Science Special Assignments Update (please read attached & additional rationale in advance)
- 6) Quantitative Reasoning Findings outputs?

(Next meeting will be 3/16/2011 from 3:00 PM to 4:00 PM in Room 1046.)

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Loretta Visomirskis – English  
Matthew Williams – ELL WL

## Apologies

Margarita Chavez – World Languages  
Lynnel Kiely – Social Sciences (Reinvention)  
Vincent Wiggins – OIT

## Absent

None

## Consultants/Visitors Attending

Chris Kabir – Research & Planning

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## Opening:

- *Call to Order:* Michael called the meeting to order at 3:02 PM.
- *Approval of Last Meeting's Minutes:* The 3/2/2011 minutes were approved by committee vote after being motioned by Loretta and seconded by John.

**Subcommittee Time:** Work in subcommittees began at 3:04 PM and lasted until 3:40 PM.

- *Dissemination (Led by Michael) (QR, CCSSE, Times, Blackboard, Website):*
  - Attendance: Jeff, John, Michael.
  - Discussion:
    - Jeff is working on the final aspects of analyzing the Quantitative Reasoning data. He is preparing for three upcoming disseminations: a summary in the Assessment Times newsletter, a miniature report of about four pages, and the full report.
    - Dave is working on the report of the CCSSE data.
    - John continues to update the website.
- *Effective Writing (Led by Jen) (Pilot in Spring 2011, Assessment in Fall 2011):*
  - Attendance: Dave, Jacqueline, Jen, LaRhue, Loretta, Willard.
  - Discussion: The subcommittee discussed and finalized the rubric for the pilot. They also worked on the volunteer list for the pilot.

- *Social Sciences (Led by Chris K.) (Grading and Analyzing the Fall 2010 Assessment):*
  - Attendance: Chao, Charles, Chris K., Jaime, Matthew.
  - Discussion: The subcommittee discussed the final details of the special assignments for the graders of the assessment.

**Effective Writing Update:** Jen gave a final call for volunteers for the pilot. Next week the committee will discuss and approve the Faculty Instruction Sheet to be used for the pilot.

**Social Science Update:** The committee discussed the document that Michael recently produced for district giving a justification of the need for special assignments for the graders of the Social Science Assessment.

**Resources:** Michael brought up the issue of past, present, and future resources for the committee. For example, he wondered whether the position that Chris K. held will be filled again. Discussion ensued.

**Assessment Times:** Jen is beginning to put together the Assessment Times newsletter, which is to include blurbs about CCSSE, Quantitative Reasoning, Social Sciences, and Farah's recent presentations.

**Announcements:**

- Farah Movahedzadeh has recently made two presentations regarding assessment. First, on February 25<sup>th</sup>, 2011, she presented on "Assessing Student Success In a Traditional vs. Hybrid Course" at the 15th Annual Assessment Fair for Illinois Community Colleges at Heartland Community College. Second, on March 11<sup>th</sup>, 2011 she presented on "Hybrid vs. Traditional Learning: Assessment in a Biology Course for Non-Science Majors" at the 2nd Annual Assessment Conference in Harper College.
- The committee gave its farewell to Chris Kabir, who is leaving HWC. The committee thanks him sincerely for his hard work above and beyond the call of duty.

**Closing:**

- *Adjournment:* Michael adjourned the meeting at 4:05 PM.
- *Approval of This Meeting's Minutes:* These 3/9/2011 minutes were approved at the 3/16/2011 meeting by committee vote after being motioned by Jen and seconded by John.

# Assessment Committee

Harold Washington College



Committee Chair – *Michael Heathfield, Applied Science*

Committee Vice Chair – *Jen Asimow, Applied Science*

Committee Secretary – *Jeffrey Swigart, Mathematics*

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

- 1) Apologies for Absence
- 2) Approval of Minutes for March 9th Meeting
- 3) Effective Writing Grading Rubric Approval
- 4) Effective Writing Pilot Procedures reminder to volunteers
- 5) Quantitative Reasoning Draft Findings
- 6) AOB
- 7) Sub-committee Time

(Next meeting will be 3/23/2011 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 – Jen Asimow, Applied Science**

**Committee Secretary – Jeffrey Swigart, Mathematics**

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Minutes for 3/16/2011 (Approved)

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

## Members Attending

Jennifer Asimow – Applied Science  
Margarita Chavez – World Languages  
LaRhue Finney – English  
Michael Heathfield – Applied Sciences  
John Kieraldo – Library  
Chao Lu – Mathematics  
Charles McSweeney – Advising  
Jaime Millan – Physical Sciences  
Willard Moody – English  
Jeffrey Swigart – Mathematics  
Loretta Visomirskis – English  
Matthew Williams – ELL WL

## Apologies

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

## Absent

Dave Richardson – Humanities  
Vincent Wiggins – OIT

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## Opening:

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

**Effective Writing Grading Rubric Approval:** Jennifer asked that we table this topic until next week.

**Effective Writing Pilot Procedures and Reminder to Volunteers:** Jennifer discussed the need for graders of the pilot to know the context/purpose of the specific writing assignment in order to grade it appropriately. She also discussed the possibility of including in the pilot questions about how often students write in various subjects, such as English classes, humanities classes, math classes, etc.

**Quantitative Reasoning Draft Findings:** Jeff presented on further findings from the Quantitative Reasoning Assessment from 2009. Here are a few of the key results:

- In self-reporting their comfort with five different subjects, students reported the highest level of comfort with reading and the lowest level of comfort with math.
- On the quantitative reasoning competency part of the assessment, students did best on questions regarding graphs and worst on questions regarding percents.
- The participants of the assessment were divided into three cohorts as follows: Cohort 1 including FS Math 3001-3002 and Math 098,099, Cohort 2 including Math 118, 121, 122, 125, 140, and Cohort 3 including Math 141,144, 146, 204, 207, 208, 209, 210, 212. On the quantitative reasoning competency part of the assessment, Cohort 2 had the highest mean score, statistically significantly higher than either Cohort 1 or Cohort 3.
- Students who reported as not having repeated a math class at HWC did statistically significantly better on quantitative reasoning competency than students who reported as having repeated a math class at HWC.

- With each rise in self-reported level of comfort in math, students did statistically significantly better on quantitative reasoning competency.
- Students were also asked a series of questions measuring their appreciation of the complexity of mathematics. In comparing the measures of appreciation and quantitative reasoning competency, there was sufficient evidence to conclude a correlation between appreciation and competency.

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

- *Dissemination (Led by Michael) (QR Fall 2009, CCSSE 2005&2009, Times, Blackboard, Website):*
  - Attendance: John, Michael.
  - Discussion: The subcommittee discussed the dissemination of the Quantitative Reasoning results. Jeff, with the help of the rest of the rest of the committee, will produce a blurb for the Assessment Times very soon, in a miniature report of about four pages within about the next two weeks, and a full report within about the next month.
- *Effective Writing (Led by Jen) (Pilot in Spring 2011, Assessment in Fall 2011):*
  - Attendance: Jen, LaRhue, Loretta, Willard.
  - Discussion: The subcommittee completed the rubric for the Effective Writing Pilot for this semester.
- *Social Sciences (Led by Jeff) (Grading and Analyzing the Fall 2010 Assessment):*
  - Attendance: Charles, Jaime, Jeff, Margarita, Matthew.
  - Discussion: The subcommittee discussed the training materials and timeline for the graders of the assessment.

**Closing:**

- *Adjournment:* Michael adjourned the meeting at 4:05 PM.
- *Approval of This Meeting's Minutes:* These 3/16/2011 minutes were approved at the 3/23/2011 meeting by committee vote after being motioned by Jen and seconded by John.

# Assessment Committee

Harold Washington College



Committee Chair – *Michael Heathfield, Applied Science*

Committee Vice Chair – *Jen Asimow, Applied Science*

Committee Secretary – *Jeffrey Swigart, Mathematics*

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

- 1) Apologies for absence
- 2) Approval of Minutes from March 16th meeting
- 3) Special Assignment for Grading Social Science data - update
- 4) Big Conversation: Assessment Committee work and institutional support
- 5) Assessment Times Draft Copy Approval
- 6) Sub-Committee Time

(Next meeting will be 3/30/2011 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 – Jen Asimow, Applied Science**

**Committee Secretary – Jeffrey Swigart, Mathematics**

---

Minutes for 3/23/2011 (Approved)

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

## Members Attending

Jennifer Asimow – Applied Science  
Jacqueline Cunningham – ELL WL  
LaRhue Finney – English  
Michael Heathfield – Applied Sciences  
John Kieraldo – Library  
Chao Lu – Mathematics  
Charles McSweeney – Advising  
Willard Moody – English  
Jeffrey Swigart – Mathematics  
Matthew Williams – ELL WL  
Vincent Wiggins – OIT

## Apologies

Margarita Chavez – World Languages  
Lynnel Kiely – Social Sciences (Reinvention)  
Jaime Millan – Physical Sciences  
Loretta Visomirskis – English

## Absent

Dave Richardson – Humanities

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## Opening:

- *Call to Order:* Michael called the meeting to order at 3:05 PM.
- *Approval of Last Meeting's Minutes:* The 3/16/2011 minutes were approved by committee vote after being motioned by Jen and seconded by John.

## Assessment Times Draft Approval:

Jennifer passed out the five-page rough draft of the Assessment Times newsletter for Spring 2011. She will also compile a condensed two-page version for students, to disseminate perhaps as an insert in The Herald.

## Rubric for Pilot of Effective Writing Assessment:

Jennifer passed out the final edit of the rubric for the pilot of the Effective Writing Assessment. The committee voted to approve it for use in the pilot.

## Demographic Questions for Pilot of Effective Writing Assessment:

Jennifer also passed out the demographic questions for the pilot of the Effective Writing Assessment. The committee voted to approve it for use in the pilot.

## Update on Special Assignments for Grading the Social Sciences Assessment:

- Michael shared that he and John Hader had met with Cecilia López at district. She expressed that she is exceptionally pleased with the HWC Assessment Committee, yet the requested amount of \$10,000 (10 faculty getting paid \$1000 each) for special assignments will not be possible to get approved at district. She suggested trying to work with \$5000 or less. Michael then met with Lynnel and made a new plan involving four faculty getting \$1200 each.
- Michael further shared that he believes one major reason that we are not getting the \$10,000 is because of our lack of an accurate estimate of the time it would take to grade the assessments, which is primarily due to our decision to not grade the pilot assessments back in Spring 2010.

This decision was made primarily to save our resources for the grading of the actual assessments. We used the pilot only to look at methodological issues. Yet had we graded some of the pilot assessments, we could have extrapolated an estimated time it would take to grade the actual assessments.

- Various committee members expressed concern that our committee cannot put out high quality work for too low of pay. Further concern was expressed that the Effective Writing Assessment planned for Fall 2011 will require a high amount of financial support from district, and if this support is not granted it will make the assessment impossible to grade. Yet the Effective Writing Subcommittee agreed to make a careful plan to grade a selection of the pilot assessments during this semester of Spring 2011, in order to extrapolate the time it will take to grade the actual assessments in Fall 2011.
- Michael suggested that we continue to rethink how we can work economically with limited resources. For example, if district cannot afford to pay graders as much as in the past, we may need to rethink our standard of a sample that is 10% of the population. Jen suggested that we research how other institutions handle random sampling, looking for ways to keep our samples representative even if they fall below 10% of the population. Jen also suggested we begin asking for release time from class load or from registration hours as compensation for grading, since these forms of compensation may be easier for the district to grant.
- Michael shared that he is meeting with newly hired President Laackman very soon. They will be discussing the line item in the budget regarding assessment, and Michael will be advocating for our committee having a say in how much is allocated and how it can be spent.
- Michael closed this topic discussion by again sharing that the new plan for the grading of the Social Science Assessments is to give four people special assignments of \$1200 each, and these people will come from our committee.

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

- *Dissemination (Led by Michael) (QR Fall 2009, CCSSE 2005&2009, Times, Blackboard, Website):*
  - Attendance: John, Michael.
  - Discussion: The subcommittee discussed the final stages of the dissemination of the Quantitative Reasoning results as well as the new plan for the Social Science assessments.
- *Effective Writing (Led by Jen) (Pilot in Spring 2011, Assessment in Fall 2011):*
  - Attendance: Jen, LaRhue, Loretta, Willard.
  - Discussion: The subcommittee discussed the updated plan to grade the pilot assessments, and they worked on final edits for the Assessment Times newsletter.
- *Social Sciences (Led by Jeff) (Grading and Analyzing the Fall 2010 Assessment):*
  - Attendance: Chao, Charles, Jeff, Matthew, Vincent.
  - Discussion: The subcommittee discussed the new plan of four graders of the assessments.

**Closing:**

- *Adjournment:* Michael adjourned the meeting at 4:05 PM.
- *Approval of This Meeting's Minutes:* These 3/23/2011 minutes were approved at the 3/30/2011 meeting by committee vote after being motioned by Loretta and seconded by LaRhue.



# Assessment Committee

Harold Washington College



Committee Chair – *Michael Heathfield, Applied Science*

Committee Vice Chair – *Jen Asimow, Applied Science*

Committee Secretary – *Jeffrey Swigart, Mathematics*

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

- 1) Sub-Committee Time – 3:00 PM to 3:35 PM
- 2) Apologies for Absence
- 3) Approval of March 23rd meeting minutes
- 4) Approval of Assessment Times Final
- 5) Update on Social Science grading Special Assignments
- 6) Effective Writing Pilot Preparation
- 7) Next Week - Officer elections
- 8) AOB

(Next meeting will be 4/6/2011 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 – Jen Asimow, Applied Science**

**Committee Secretary – Jeffrey Swigart, Mathematics**

---

Minutes for 3/30/2011 (Approved)

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

## Members Attending

Jennifer Asimow – Applied Science  
Margarita Chavez – World Languages  
Jacqueline Cunningham – ELL WL  
LaRhue Finney – English  
Michael Heathfield – Applied Sciences  
John Kieraldo – Library  
Chao Lu – Mathematics  
Charles McSweeney – Advising  
Jaime Millan – Physical Sciences  
Dave Richardson – Humanities  
Jeffrey Swigart – Mathematics  
Matthew Williams – ELL WL  
Loretta Visomirskis – English  
Vincent Wiggins – OIT

## Apologies

Lynnel Kiely – Social Sciences (Reinvention)

## Absent

Willard Moody – English

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## Opening:

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

**Assessment Times:** The committee thanks Jennifer and John for finishing the draft of the Assessment Times newsletter. The copy request will be sent out this week, and the copies will be ready to disseminate next week. The committee voted to approve the draft of the newsletter for dissemination. Also, Jen will work on the student version next week to then disseminate about two weeks from now.

**Social Science Grading Special Assignments:** The updated plan for grading the Social Science assessments involves four graders getting paid \$1200 each. The new graders are Charles, Jeff, Lynnel, and Matthew. Michael will submit the special assignment forms this week. Also, Vincent and Michael will divide the data such that each student's assessment is graded by two different graders.

**Effective Writing Pilot:** Jennifer is going to remind faculty volunteers to plan a writing assignment very soon for the pilot. Also, Jennifer would like to learn how to use the scanning machine on the 11<sup>th</sup> floor for the demographics survey. Vincent offered to help. Michael will also ask our administration if there are resources available to assign someone the task of helping with the scanning.

**Officer Elections:** At next week's meeting we will elect new officers for upcoming academic year.

**Michael's Meeting With President Laackman:** Michael shared that he greatly enjoyed his meeting with President Laackman, who complimented our work on Assessment Committee.

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

- *Dissemination (Led by Michael) (QR Fall 2009, CCSSE 2005&2009, Times, Blackboard, Website):*
  - Attendance: John, Michael.
  - Discussion: The subcommittee discussed the dissemination of the Assessment Times newsletter.
  
- *Effective Writing (Led by Jen) (Pilot in Spring 2011, Assessment in Fall 2011):*
  - Attendance: Jen, LaRhue, Loretta.
  - Discussion: The subcommittee discussed the final details of the pilot.
  
- *Social Sciences (Led by Jeff) (Grading and Analyzing the Fall 2010 Assessment):*
  - Attendance: Chao, Charles, Jeff, Matthew, Vincent.
  - Discussion:
    - Michael and Lynnel will coordinate the training for the new graders.
    - The contract of grading will be from April 20<sup>th</sup> to June 1<sup>st</sup>.
    - Each survey will be graded by two people.

**Closing:**

- *Adjournment:* Michael adjourned the meeting at 4:05 PM.
- *Approval of This Meeting's Minutes:* These 3/30/2011 minutes were approved at the 4/6/2011 meeting by committee vote after being motioned by Charles and seconded by Loretta.

# Assessment Committee

Harold Washington College



Committee Chair – *Michael Heathfield, Applied Science*

Committee Vice Chair – *Jen Asimow, Applied Science*

Committee Secretary – *Jeffrey Swigart, Mathematics*

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Agenda for 4/6/2011  
3:00 PM to 4:00 PM in Room 1046

- 1) Apologies for Absence
- 2) Minutes of March 30th meeting
- 3) Kishwaukee College Assessment Committee
- 4) Student Success in HE paper
- 5) Assessment Times Distribution
- 6) Assessment Committee Officer Elections
- 7) Social Science Assessment Update
- 8) Sub-Committee Time

(Next meeting will be 4/13/2011 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 – Jen Asimow, Applied Science**

**Committee Secretary – Jeffrey Swigart, Mathematics**

---

Minutes for 4/6/2011 (Approved)

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

## Members Attending

Jennifer Asimow – Applied Science  
Margarita Chavez – World Languages  
Jacqueline Cunningham – ELL WL  
LaRhue Finney – English  
Michael Heathfield – Applied Sciences  
Chao Lu – Mathematics  
Charles McSweeney – Advising  
Jaime Millan – Physical Sciences  
Willard Moody – English  
Dave Richardson – Humanities  
Jeffrey Swigart – Mathematics  
Loretta Visomirskis – English  
Matthew Williams – ELL WL

## Apologies

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

## Absent

Vincent Wiggins – OIT

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## Opening:

- *Call to Order:* Michael called the meeting to order at 3:03 PM.
- *Approval of Last Meeting's Minutes:* The 3/30/2011 minutes were approved by committee vote after being motioned by Charles and seconded by Loretta.

## Kishwaukee College Assessment Committee:

This conference will be held on April 25<sup>th</sup>, 2011 at Kishwaukee College, from 11:00 AM to 1:30 PM.

## Student Success in the Article from Inside Higher Ed:

Michael discussed an article from Inside Higher Ed titled “The Faculty Take on Student Learning”, which refers to a policy document produced by the AFT titled “Student Success in Higher Education”. Michael shared that it gives a good illustration of the union perspective of assessment.

## Assessment Times Distribution:

Special thanks to Jen, John, and David Locke on their work on getting the copies of the Assessment Times ready for dissemination. Jen passed out copies to various committee members to put in mailboxes on different floors.

- Charles: 1<sup>st</sup> Floor
- Matthew: 4<sup>th</sup> Floor
- Willard and Margarita: 6<sup>th</sup> Floor
- Jaime: 9<sup>th</sup> Floor
- Dave: 10<sup>th</sup> Floor

Jen will delegate work to others to take care of the rest of the floors.

**Assessment Times, Student Version:**

Jen then passed out the student version of the Assessment Times that she had written. Its purpose is to be a shorter version of the Assessment Times more geared for students. The committee approved it for dissemination after a motion by Charles and a second by Jaime.

**Assessment Committee Officer Elections:**

There were no new nominations. Dave motioned that the current officers continue their roles through the next academic year, and Loretta seconded. The committee voted its approval. By acclamation, Michael will continue as chair, Jennifer will continue as vice chair, and Jeff will continue as secretary, for the academic year of 2011 to 2012.

**Social Science Assessment Update:**

Michael has submitted the request for the new plan of four graders being paid \$1200 each, and we are still waiting on approval. Thanks to Lynnel and Vincent for reconfiguring the data to be split among four graders, each assessment graded by two different graders. Also, Lynnel is planning training for the four graders to calibrate their grading.

**Demographics Section of Effective Writing Pilot:**

The demographics section of the Effective Writing Assessment, which is in multiple-choice paper form, needs to be prepared for the special scanner on the 11<sup>th</sup> floor, and we therefore need some committee members to learn the scanner. Dave wondered if it is really necessary to pilot the scanning. Jen expressed concern about skipping the scanning because we need a time estimate for when we request special assignments for the actual assessment in Fall 2011. Some committee members wondered about other electronic methods of collecting demographics data. The Effective Writing Subcommittee will discuss various options and will decide whether or not to change methodology for the Fall 2011 assessment. For the pilot, if all else fails we could simply type in the data into Excel by hand since there will be a small number of participants. But we need a better plan for the actual assessment, either involving the scanner or some electronic method.

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

- *Effective Writing (Led by Jen) (Pilot in Spring 2011, Assessment in Fall 2011):*
  - Attendance: Dave, Jacqueline, Jen, LaRhue, Loretta, Willard.
  - Discussion: The subcommittee discussed the possible glitches in the Effective Writing Pilot and how to deal with them.
- *Social Sciences (Led by Jeff) (Grading and Analyzing the Fall 2010 Assessment):*
  - Attendance: Chao, Charles, Jaime, Jeff, Margarita, Matthew, Michael.
  - Discussion: The subcommittee discussed the plan for training for the graders of the Social Science Assessment.

**Closing:**

- *Adjournment:* Michael adjourned the meeting at 4:05 PM.
- *Approval of This Meeting's Minutes:* These 4/6/2011 minutes were approved at the 4/13/2011 meeting by committee vote after being motioned by Loretta and seconded by LaRhue.

# Assessment Committee

Harold Washington College



Committee Chair – *Michael Heathfield, Applied Science*

Committee Vice Chair – *Jen Asimow, Applied Science*

Committee Secretary – *Jeffrey Swigart, Mathematics*

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Agenda for 4/13/2011  
3:00 PM to 4:00 PM in Room 1046

- 1) Apologies for Absence
- 2) Minutes of April 6th meeting
- 3) Sub-Committee Updates:
  - Social Sciences
  - Dissemination
  - Effective Writing
- 4) Planning Assessment Committee future tasks
- 5) AOB
- 6) Sub-Committee Time

(Next meeting will be 4/27/2011 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 – Jen Asimow, Applied Science**  
**Committee Secretary – Jeffrey Swigart, Mathematics**

---

Minutes for 4/13/2011 (Approved)  
3:00 PM to 4:00 PM in Room 1046

## Members Attending

Jennifer Asimow – Applied Science  
Margarita Chavez – World Languages  
Jacqueline Cunningham – ELL WL  
LaRhue Finney – English  
Michael Heathfield – Applied Sciences  
John Kieraldo – Library  
Chao Lu – Mathematics  
Charles McSweeney – Advising  
Jaime Millan – Physical Sciences  
Dave Richardson – Humanities  
Jeffrey Swigart – Mathematics  
Loretta Visomirskis – English  
Matthew Williams – ELL WL

## Apologies

Lynnel Kiely – Social Sciences (Reinvention)

## Absent

Willard Moody – English  
Vincent Wiggins – OIT

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## Opening:

- *Call to Order:* Michael called the meeting to order at 3:05 PM.
- *Approval of Last Meeting's Minutes:* The 4/6/2011 minutes were approved by committee vote after being motioned by Loretta and seconded by LaRhue.

## Subcommittee Updates:

- *Social Sciences Subcommittee:* Michael shared that it looks as if the Social Sciences special assignments are going to be approved. Lynnel and Michael will therefore be running a training for the four graders: Lynnel, Matthew, Charles, and Jeff.
- *Dissemination Subcommittee:* Thanks to everyone who contributed to Assessment Times and student version, especially Jennifer, John, and David Locke. Jennifer passed out copies of student version to all committee members present to place in strategic locations for students to find. Michael will email the digital file of the student version to the Disability Access Center for converting into various formats for further dissemination.
- *Effective Writing Subcommittee:* Jennifer has the finalized copies of the demographics survey for the Effective Writing Pilot ready to be used. Some committee members, such as Vincent and John, may train themselves on how to use the special scanner on the 11<sup>th</sup> floor so that they can then scan the demographics surveys.

## Budget Line Item for Assessment Committee:

Michael shared that John Metoyer has requested \$14,000 in stipends to be put into a budget line item for the Assessment Committee for the 2011-2012 fiscal year. If this is approved, it should help us plan how to allocate those funds for grading assessments and other tasks.



### **Future Tasks for Assessment Committee:**

Michael asked committee members to think of tasks that we need to start working on for the next academic year. Here is the list of tasks that were shared:

- Review the committee's charge, which should be done once per year.
- Sort out the relationship between the Assessment Committee and Faculty Council.
- Implement the Effective Writing Assessment in November 2011.
- Continue to update the committee's public website and the internal Blackboard site.
- Complete the committee's annual report.
- Edit the future calendar of assessment activities, looking ahead 5 to 7 years.

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

- *Dissemination (Led by Michael) (QR Fall 2009, CCSSE 2005&2009, Times, Blackboard, Website):*
  - Attendance: Chao, Charles, Jaime, Jeff, John, Margarita, Matthew, Michael.
  - Discussion:
    - The Social Sciences Subcommittee is temporarily disbanded until the graders finish grading the assessments.
    - Jeff and John will continue to work together to update the committee's internal Blackboard site and the external Blackboard site.
    - Jeff will finish the rough drafts of the Quantitative Reasoning short report and long report very soon, and then Michael will edit them for dissemination.
- *Effective Writing (Led by Jen) (Pilot in Spring 2011, Assessment in Fall 2011):*
  - Attendance: Dave, Jacqueline, Jen, LaRhue, Loretta.
  - Discussion: The materials for the Effective Writing Pilot were distributed to the professors who volunteered their sections. Final collection of pilot materials will be in two weeks.

### **Closing:**

- *Adjournment:* Michael adjourned the meeting at 4:05 PM.
- *Approval of This Meeting's Minutes:* These 4/13/2011 minutes were approved at the 4/27/2011 meeting by committee vote after being motioned by Loretta and seconded by John.

# Assessment Committee

Harold Washington College



Committee Chair – *Michael Heathfield, Applied Science*

Committee Vice Chair – *Jen Asimow, Applied Science*

Committee Secretary – *Jeffrey Swigart, Mathematics*

---

Agenda for 4/27/2011  
3:00 PM to 4:00 PM in Room 1046

- 1) Apologies for Absence
- 2) Minutes of April 13th meeting
- 3) Effective Writing Pilot update
- 4) Summer Tasks
- 5) Mission Review Exercise
- 6) AOB
- 7) Sub-committee time

(Next meeting will be 5/4/2011 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 – Jen Asimow, Applied Science**  
**Committee Secretary – Jeffrey Swigart, Mathematics**

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Minutes for 4/27/2011 **(Approved)**  
3:00 PM to 4:00 PM in Room 1046

## Members Attending

Jennifer Asimow – Applied Science  
Margarita Chavez – World Languages  
Jacqueline Cunningham – ELL WL  
Michael Heathfield – Applied Sciences  
John Kieraldo – Library  
Chao Lu – Mathematics  
Charles McSweeney – Advising  
Jaime Millan – Physical Sciences  
Willard Moody – English  
Dave Richardson – Humanities  
Jeffrey Swigart – Mathematics  
Loretta Visomirskis – English  
Matthew Williams – ELL WL

## Apologies

LaRhue Finney – English  
Lynnel Kiely – Social Sciences (Reinvention)

## Absent

Vincent Wiggins – OIT

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## Opening:

- *Call to Order:* Michael called the meeting to order at 3:05 PM.
- *Approval of Last Meeting's Minutes:* The 4/13/2011 minutes were approved by committee vote after being motioned by Loretta and seconded by John.

## Effective Writing Pilot Update:

Jen is collecting student writing samples from the faculty involved in the pilot. The subcommittee will now work on a timeline of assessing the samples and planning for the actual assessment in Fall 2011.

## Summer Tasks:

- **Quantitative Reasoning:** Michael and Jeff will work on finishing the Quantitative Reasoning Final Report.
- **Social Sciences:** Lynnel, Matthew, Charles, and Jeff will grade the Social Science Assessments.
- **Webpage and Blackboard Page:** John will continue working on the committee's Blackboard page, and Jeff will continue working on the committee's Blackboard page.

## Mission Review Exercise:

Michael passed out an exercise for committee members to work in groups to review our mission. After discussing our mission in groups, we reported out to each other as a large group. Here are the major points of the discussion:

- We would like more people involved and invested in the committee.
- We would like to do better at connecting to faculty and students through our disseminated information.
- We would like increase representation from faculty of all departments, from administration, and from students.

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

- *Dissemination (Led by Michael) (QR Fall 2009, CCSSE 2005&2009, Times, Blackboard, Website):*
  - Attendance: Chao, Charles, Jaime, Jeff, John, Margarita, Matthew, Michael.
  - Discussion:
    - Quantitative Reasoning: Jeff has finished the rough draft of the four-page mini report, and Michael will complete a final edit before bringing it to the committee for approval. Jeff is close to completing the rough draft of the full report, after which Michael will edit it for committee approval.
    - Social Sciences: Lynnel, Matthew, Charles, and Jeff will meet on Friday, May 6<sup>th</sup>, to train for the grading of the Social Science assessments.
- *Effective Writing (Led by Jen) (Pilot in Spring 2011, Assessment in Fall 2011):*
  - Attendance: Dave, Jacqueline, Jen, Loretta, Willard.
  - Discussion: The subcommittee discussed the schedule for the first five weeks of Fall 2011, which is when they will grade the essays from the pilot and begin preparation for the actual assessment.

**Closing:**

- *Adjournment:* Michael adjourned the meeting at 4:05 PM.
- *Approval of This Meeting's Minutes:* These 4/27/2011 minutes were approved at the 5/4/2011 meeting by committee vote after being motioned by Jennifer and seconded by John.

# Assessment Committee

Harold Washington College



Committee Chair – *Michael Heathfield, Applied Science*

Committee Vice Chair – *Jen Asimow, Applied Science*

Committee Secretary – *Jeffrey Swigart, Mathematics*

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

- 1) Minutes of April 27th meeting
- 2) Celebrating our work
- 3) Assessing Assessment Grids - no, seriously!
- 4) Sharing and Feedback
- 5) Closing and Sub-Committee Business

(This is the last meeting of the semester.)

***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 – Jen Asimow, Applied Science**  
**Committee Secretary – Jeffrey Swigart, Mathematics**

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Minutes for 5/4/2011 (Approved)  
3:00 PM to 4:00 PM in Room 1046

## Members Attending

Jennifer Asimow – Applied Science  
Margarita Chavez – World Languages  
Michael Heathfield – Applied Sciences  
John Kieraldo – Library  
Chao Lu – Mathematics  
Jaime Millan – Physical Sciences  
Willard Moody – English  
Jeffrey Swigart – Mathematics  
Loretta Visomirskis – English  
Matthew Williams – ELL WL

## Apologies

Jacqueline Cunningham – ELL WL  
Lynnel Kiely – Social Sciences (Reinvention)  
Charles McSweeney – Advising  
Dave Richardson – Humanities

## Absent

LaRhue Finney – English  
Vincent Wiggins – OIT

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## Opening:

- *Call to Order:* Michael called the meeting to order at 3:10 PM.
- *Approval of Last Meeting's Minutes:* The 4/27/2011 minutes were approved by committee vote after being motioned by Jennifer and seconded by John.

## Celebrating Our Work:

Michael thanked all committee members for their hard work throughout the 2010-2011 academic year.

## Assessing the Assessment Committee:

Michael asked committee members to discuss our work throughout the last academic year. Here are some of the highlights of what was shared:

- Opportunities for Growth:
  - Time-keeping on the meeting agenda.
  - Reaching out to students such as through the Assessment Times newsletter.
  - Turnaround time on reports.
  - Maintenance of website and Blackboard site.
  - “Tying of the loop”, especially looking at the outcomes of the work we do.
  - Use of technology in implementing assessments.
  - Presence on the Harold Lounge blog.
  - Presence in the student newspaper.
  - Delegation of committee work so that too much does not fall on individual people.
- Good Things:
  - Michael’s leadership, humor, moderation of discussions, and work on paperwork and special assignment forms.
  - Good discussion during meetings, with a respectful willingness to hear dissenting voices and a healthy sense of humor.

- Jen's work on the Assessment Times and the new student version.
- Jeffrey's minutes and agendas.
- All committee members' hard work during subcommittee time and outside of committee.
- Successful implementation of the Social Science Assessment.
- Good mix of new members and seasoned members.
- Wealth of shared wisdom among committee members, allowing everyone to learn more about our college, grow as teachers, and grow at cross-curriculum knowledge.

**Effective Writing Assessment:** Jennifer passed out the timeline of work to be done during the Fall 2011 semester, leading up to the implementation of the assessment in November.

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

- *Dissemination (Led by Michael) (QR Fall 2009, CCSSE 2005&2009, Times, Blackboard, Website):*
  - Attendance: Chao, Jaime, Jeff, John, Margarita, Matthew, Michael.
  - Discussion: The summer work to be completed includes the following.
    - Completion of the Quantitative Reasoning Report, first the draft by Jeff, and then the final draft by Michael.
    - Grading of the Social Science Assessments by Charles, Jeff, Lynnel, and Matthew.
- *Effective Writing (Led by Jen) (Pilot in Spring 2011, Assessment in Fall 2011):*
  - Attendance: Jen, Loretta, Willard.
  - Discussion: The subcommittee looked over the timeline of work to be completed in the Fall 2011 semester.

**Closing:**

- *Adjournment:* Michael adjourned the meeting at 4:00 PM.
- *Approval of This Meeting's Minutes:* These 5/4/2011 minutes were approved at the 8/31/2011 meeting by committee vote after being motioned by Chris Sabino and seconded by Jen.