



Assessment Committee

Harold Washington College

Chair – *Michael Heathfield, Applied Sciences*

Vice Chair – *Jen Asimow, Applied Sciences*

Secretary – *Jeff Swigart, Mathematics*



Agenda for 8/29/2012
3:00 PM to 4:00 PM in Room 1046

- 1) Welcomes and Apologies
- 2) Approval of Minutes of May 2nd 2012 meeting
- 3) Approval of Annual Assessment Report
- 4) The work to be done
- 5) CCCPQP questions
- 6) 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

Chair – *Michael Heathfield, Applied Sciences*

Vice Chair – *Jen Asimow, Applied Sciences*

Secretary – *Jeff Swigart, Mathematics*



Minutes for 8/29/2012 (Approved)

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

Members Attending:

Jen Asimow – Applied Sciences
Samar Ayesh – Physical Sciences
LaRhue Finney - English
Michael Heathfield – Applied Sciences
Anita Kelley – Business
John Kieraldo – Library
Chao Lu – Mathematics
Erica McCormack – Humanities
Willard Moody – English
Dave Richardson – Humanities
Jeff Swigart – Mathematics
Ray Tse – Physical Sciences
Loretta Visomirskis – English
Paul Wandless – Art and Architecture
Matthew Williams – ELL WL

Apologies:

Lynnel Kiely – Social Sciences
Charles McSweeney – Advising
Carrie Nepstad – Applied Sciences
Phillip Vargas – Physical Sciences

Opening and Announcements:

- **Approval of Minutes:** The meeting was called to order at 3:04 PM. The 5/2/2012 minutes of last meeting were approved by committee vote after being motioned by Ray and seconded by Loretta.
- **Welcome to New Members:** Michael welcomed Paul Wandless as a new member as well as Anita Kelley and Carrie Nepstad as former members now returning to the committee. Michael reminded us that all former chairs (Anita, Carrie, and Jen) are now reunited and currently serving on the committee.
- **HLC Conference:** The Higher Learning Commission is having a conference in St. Charles from October 17th to 19th. Michael encouraged committee members to attend.

Updates on Reports:

- **Annual Report:** After a motion by Jen and a second by Loretta, the committee approved Michael's annual report with small corrections.
- **Social Sciences Report:** Michael asked for readers of the rough draft of the Social Sciences report.
- **Effective Writing Report:** Jen shared that she has a draft of the final report for Effective Writing, though Phillip is still working on some last steps of the data analysis.

New Positions for Departmental Assessment: Our request for funding for departmental assessment was approved, and here are the members of the new departmental assessment team.

- Department Assessment Coordinator: Dave Richardson
- Department Assessment Liaison Applied Science: Carrie Nepstad
- Department Assessment Liaison Art: Paul Wandless
- Department Assessment Liaison Humanities: Erica McCormack

Summer Special Assignments: Michael shared that those with summer special assignments will soon need to give a short report of their progress.

- Social Science Report Writing and Annual Report: Mike
- Website Update and Design: John
- Effective Writing Report Writing: Jen
- Social Science and Effective Writing Data Analysis: Phillip
- Assessment Committee Archives: Jeff

Fall 2012 Workload: Michael presented the following list of other tasks to be completed in Fall 2012.

- **Charge:** We must update our charge.
- **District-Wide Assessment:** Michael and Jen will attend monthly meetings.
- **CHEA:** Michael will start working on the award application for the Council for Higher Education Accreditation, which is due October 15th, 2012.
- **CCC DQP:** The City Colleges of Chicago will be working with the Degree Qualifications Profile written by Lumina, 24 community colleges across 5 states looking at AAS outcomes. A proposal will be given to Lumina sometime this fall.
- **Instructional Materials:** The administration approved funding for the development of instructional materials based on evidence from assessments.
- **Progress Tracking:** We must continue to improve our tracking of evidence-based change driven by assessment findings.
- **Diversity Assessment 2012:** Olive Harvey, Truman, Malcolm X and Kennedy King will join us. They will use our tool but administer it independently.
- **Assessment in 2013:** We must agree on an outcome to assess in 2013. The two most likely choices right now are Civic Engagement or Oral Communication.

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

- **Departmental Assessment:**
 - Subcommittee Chair: Dave
 - Purpose: Planning and implementation of assessments at the departmental level. The following are the positions: Carrie in Applied Science, Paul in Art, Erica in Humanities, and Dave coordinating.
 - Attendance: Dave, Erica, Paul
 - Discussion:
 - Need to review NCA assumed practices and the steps of the committee framework.
 - Start with degree/certificate programs and searching for existing outcomes.
 - Keep peers informed about the process.

- **Diversity:**
 - Subcommittee Chair: Jeff
 - Purpose: Planning and implementation of the Diversity 2012 Assessment.
 - Attendance: Anita, Chao, Jeff, John, Ray, Samar
 - Discussion:
 - Must make final corrections of the survey.
 - Chao and John will be in charge of recruiting faculty to volunteer their classes.
 - Samar will be in charge of recruiting committee members to be proctors.
 - The group will discuss a more detailed checklist next week.
- **Effective Writing:**
 - Subcommittee Chair: Jen
 - Purpose: Data analysis and report-writing for Effective Writing 2011 Assessment.
 - Attendance: Jen, Loretta, Willard
 - Discussion:
 - Jen gave an overview of the draft of the Effective Writing report.
 - At the next meeting, the group will work on the editing, the executive summary, and the project description.
 - Sections still needed include data interpretation and recommendations.
- **Social Sciences and AC Structure:**
 - Subcommittee Chair: Michael
 - Purpose: Data analysis and report-writing for Social Sciences 2010 Assessment.
 - Attendance: LaRhue, Matthew, Michael
 - Discussion:
 - Check on Phillip regarding the final steps of the Social Sciences data analysis.
 - Send draft of Social Sciences report to LaRhue for suggestions.
 - LaRhue is considering attending the HLC conference in St. Charles.
 - Michael will draft a new charge that includes detailed job descriptions.

Closing: The meeting was adjourned at 4:00 PM. These 8/29/2012 minutes were approved at the 9/5/2012 meeting by committee vote after being motioned by Jen and seconded by Erica.



Assessment Committee

Harold Washington College

Chair – *Michael Heathfield, Applied Sciences*

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Secretary – *Jeff Swigart, Mathematics*



Agenda for 9/5/2012
3:00 PM to 4:00 PM in Room 1046

- 1) Welcomes and Apologies
- 2) Approval of Minutes August 29th 2012 meeting
- 3) Sub-Committee Feedback
 - a. Effective Writing
 - b. Department Assessment
 - c. Diversity Pilot Results
- 4) Preparation of Assessment Week: Mode of Instruction Labels
- 5) A.O.B.
- 6) 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.*



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Minutes for 9/5/2012 (Approved)

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

Members Attending:

Jen Asimow – Applied Sciences
Samar Ayesh – Physical Sciences
LaRhue Finney - English
Michael Heathfield – Applied Sciences
John Kieraldo – Library
Chao Lu – Mathematics
Erica McCormack – Humanities
Willard Moody – English
Carrie Nepstad – Applied Sciences
Dave Richardson – Humanities
Jeff Swigart – Mathematics
Ray Tse – Physical Sciences
Loretta Visomirskis – English
Paul Wandless – Art and Architecture
Matthew Williams – ELL WL

Apologies:

Lynnel Kiely – Social Sciences
Charles McSweeney – Advising
Phillip Vargas – Physical Sciences

Opening and Announcements:

- **Approval of Minutes:** The meeting was called to order at 3:04 PM. The 8/29/2012 minutes of last meeting were approved by committee vote after being motioned by Jen and seconded by Erica.

Work Outside of Meeting: Michael and Jen met with Phillip from 2:00 PM to 3:00PM today to discuss the writing of the Social Science final report.

Effective Writing Update: Jen shared some highlights from the 2011 assessment data. Phillip needs a few more weeks on data analysis, and in the meantime there is great progress on the report-writing.

Social Science Update: Michael shared that he received the edits suggested by Will Edwards for the report of the 2010 assessment, which is in its final stages. Michael also encouraged committee members to feel free to use Will as a valuable resource for committee work.

Diversity Update: Jeff shared that planning for the 2012 assessment is on schedule. Five total colleges will be doing the assessment together, including Harold Washington College, Kennedy-King College, Malcolm X College, Olive-Harvey College, and Truman College. Each college will be doing the assessment independently as according to their own decisions, yet Jeff will be available to offer support when requested. Jen is speaking at Truman tomorrow to discuss these plans and offer support. Finally, the committee agreed to add a question to

the survey asking about mode of learning. The three categories of in-person, hybrid, and online will be given, and students will be asked how many of each type of class they are taking. Dropdown menus with options of 0 through 5 will be included on Survey Monkey.

Departmental Assessment Update: Dave shared that the departmental assessment team will initially focus on program assessment and begin by developing outcomes. They are also discussing North Central Association's assumed practices.

HLC Conference: Carrie and LaRhue have agreed to attend the Higher Learning Commission is having a conference in St. Charles from October 17th to 19th. The committee thanks them for representing!

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

- **Departmental Assessment:**
 - Subcommittee Chair: Dave
 - Attendance: Carrie, Dave, Erica, Paul
 - Purpose: Planning and implementation of assessments at the departmental level. The following are the positions: Carrie in Applied Science, Paul in Art, Erica in Humanities, and Dave coordinating.
 - Discussion: Reviewed progress so far, and developed a task list for the future.
- **Diversity:**
 - Subcommittee Chair: Jeff
 - Attendance: Chao, Jeff, John, Ray, Samar
 - Purpose: Planning and implementation of the Diversity 2012 Assessment.
 - Discussion: Edited the GoogleDocs form for collecting information on faculty volunteering their classes for the assessment.
- **Effective Writing:**
 - Subcommittee Chair: Jen
 - Attendance: Jen, Loretta, Willard
 - Purpose: Data analysis and report-writing for Effective Writing 2011 Assessment.
 - Discussion: Continued editing the Effective Writing final report, namely the executive summary and the project description.
- **Social Sciences and AC Structure:**
 - Subcommittee Chair: Michael
 - Attendance: LaRhue, Matthew, Michael
 - Purpose: Data analysis and report-writing for Social Sciences 2010 Assessment.
 - Discussion: Reviewed feedback on Social Science report, and discussed strategies for disseminating technical aspects of data within reports in a helpful way.

Closing: The meeting was adjourned at 4:00 PM. These 9/5/2012 minutes were approved at the 9/12/2012 meeting by committee vote after being motioned by Ray and seconded by Loretta.



Assessment Committee

Harold Washington College

Chair – *Michael Heathfield, Applied Sciences*

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Agenda for 9/12/2012
3:00 PM to 4:00 PM in Room 1046

- 1) Apologies for Absence
- 2) Minutes of September 5th meeting
- 3) Department/Discipline Assessment update
- 4) Website work
- 5) A.O.B.
- 6) Sub-Committee Time

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Minutes for 9/12/2012 (Approved)

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

Members Attending:

Jen Asimow – Applied Sciences
Michael Heathfield – Applied Sciences
Chao Lu – Mathematics
Erica McCormack – Humanities
Willard Moody – English
Carrie Nepstad – Applied Sciences
Dave Richardson – Humanities
Jeff Swigart – Mathematics
Ray Tse – Physical Sciences
Loretta Visomirskis – English
Paul Wandless – Art and Architecture
Matthew Williams – ELL WL

Apologies:

Samar Ayesb – Physical Sciences
LaRhue Finney - English
Lynnel Kiely – Social Sciences
Charles McSweeney – Advising
Phillip Vargas – Physical Sciences
John Kieraldo – Library

Opening: Michael called the meeting to order at 3:05 PM.

Approval of Minutes: The 9/5/2012 minutes of last meeting were approved by committee vote after being motioned by Ray and seconded by Loretta.

Work Outside of Meeting: Michael and Jen met with Phillip from 2:00 PM to 3:00PM today to discuss the writing of the Social Science final report.

Departmental Assessment: Carrie, Erica, and Paul shared that the departmental assessment team is getting ready to discuss their assessment plans with their respective departments. They will carefully document their processes to help future faculty continue this work. The first step will be writing student learning outcomes for departments that do not already have them written. Jen shared that she wants the rest of the committee to be ready to support this team when needed.

Applied Science Survey: Carrie shared the results of a survey she implemented on writing in the applied science department. She noted that the faculty who participated were happy to see the results so quickly after taking the survey. This should encourage us to work on our turnaround time of disseminating results.

Diversity Assessment: Jen shared about her meeting with Truman College's Assessment Committee. She answered their questions about the previously completed Diversity Assessment from 2005 as well as the upcoming one in 2012.

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

- **Departmental Assessment:**
 - Subcommittee Chair: Dave
 - Attendance: Carrie, Dave, Erica, Paul
 - Purpose: Planning and implementation of assessments at the departmental level. The following are the positions: Carrie in Applied Science, Paul in Art, Erica in Humanities, and Dave coordinating.
 - Discussion: Members discussed how fun assessment is. Carrie talked through the next stages of her project, which included collecting department syllabi to look at writing assignments and build the student survey. Erica talked through her goals for next week's conversation with the humanities department. Paul discussed his work on outcomes and research on CAA (College Art Association) standards for studio degrees, also sharing the draft of his objectives.
- **Diversity:**
 - Subcommittee Chair: Jeff
 - Attendance: Chao, Jeff, Ray
 - Purpose: Planning and implementation of the Diversity 2012 Assessment.
 - Discussion: Members worked on the draft of the invitation for faculty to volunteer their classes for the assessment.
- **Effective Writing:**
 - Subcommittee Chair: Jen
 - Attendance: Jen, Loretta, Willard
 - Purpose: Data analysis and report-writing for Effective Writing 2011 Assessment.
 - Discussion: Members discussed and made changes in the wording and format of the "Methodology" section of the "Report on the Effective Writing Assessment".
- **Social Sciences and AC Structure:**
 - Subcommittee Chair: Michael
 - Attendance: Matthew, Michael
 - Purpose: Data analysis and report-writing for Social Sciences 2010 Assessment.
 - Discussion: Members devised potential ideas for dissemination, such as 2-page summary sheets, student newspaper articles, and interactive items such as crosswords.

Closing: The meeting was adjourned at 4:00 PM. These 9/12/2012 minutes were approved at the 9/19/2012 meeting by committee vote after being motioned by Loretta and seconded by Paul.



Assessment Committee

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Agenda for 9/19/2012
3:00 PM to 4:00 PM in Room 1046

- 1) Apologies for Absence
- 2) Minutes of the September 12th Meeting
- 3) VP Martyn's feedback on Assessment Annual Report
- 4) Edits to Diversity Assessment
- 5) Preparations for Assessment Week - Week 12
- 6) Website Update
- 7) Agenda items for District Assessment Chairs Meeting September 21st
- 8) A.O.B.
- 9) Subcommittee Time

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Minutes for 9/19/2012 (Approved)

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

Members Attending:

Jen Asimow – Applied Sciences
Samar Ayeshe – Physical Sciences
LaRhue Finney - English
Michael Heathfield – Applied Sciences
Erica McCormack – Humanities
Willard Moody – English
Jeff Swigart – Mathematics
Ray Tse – Physical Sciences
Loretta Visomirskis – English
Paul Wandless – Art and Architecture
Matthew Williams – ELL WL

Apologies:

Lynnel Kiely – Social Sciences
John Kieraldo – Library
Chao Lu - Mathematics
Charles McSweeney – Advising
Carrie Nepstad – Applied Sciences
Phillip Vargas – Physical Sciences

Opening and Approval of Minutes: The meeting was called to order at 3:05 PM. The 9/12/2012 minutes of last meeting were approved by committee vote after being motioned by Loretta and seconded by Paul.

Work Outside of Meeting: Michael and Jen met with Phillip from 2:00 PM to 3:00PM today to discuss the writing of the Social Science final report.

VP Martyn's Feedback on Annual Report: Michael shared VP Margaret Martyn's feedback on our committee's recently released annual report, all of which was positive. She stressed that we have her full support.

Edits to the Diversity Assessment: The committee had a lively discussion about edits to the Diversity Assessment, originally written in 2005, and now being prepped to use in 2012. Initially, we planned to leave the assessment exactly the same. Yet after sharing it with the four other colleges implementing the assessment as well, Kate Connor of Truman shared with us their committee's edits. Most of these edits involved changing the word "different" to something less negative sounding. Other edits suggested by our own committee members included updated categories of race, updated categories of sexual orientation, and various slight changes in wording. Jeff will make these edits in the Word document form of the survey and disseminate it to the other colleges in case they want to apply the edits as well. He will also share these edits with Will to apply to the Survey Monkey version of the assessment.

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

Closing: The meeting was adjourned at 4:00 PM. These 9/19/2012 minutes were approved at the 9/26/2012 meeting by committee vote after being motioned by Jen and seconded by Loretta.



Assessment Committee

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Agenda for 9/26/2012
3:00 PM to 4:00 PM in Room 1046

- 1) Apologies for Absence
- 2) Approval of Meeting Minutes for September 19th Meeting
- 3) District Assessment Chairs Meeting Feedback
- 4) Effective Writing Findings Teaser
- 5) Diversity Assessment Update
- 6) A.O.B.
- 7) Sub Committee Time

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Minutes for 9/26/2012 (Approved)

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

Members Attending:

Jen Asimow – Applied Sciences
Samar Ayeshe – Physical Sciences
LaRhue Finney - English
Michael Heathfield – Applied Sciences
John Kieraldo – Library
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Erica McCormack – Humanities
Willard Moody – English
Dave Richardson – Humanities
Jeff Swigart – Mathematics
Ray Tse – Physical Sciences
Loretta Visomirskis – English
Paul Wandless – Art and Architecture
Matthew Williams – ELL WL

Apologies:

Lynnel Kiely – Social Sciences
Charles McSweeney – Advising
Carrie Nepstad – Applied Sciences
Phillip Vargas – Physical Sciences

Opening and Approval of Minutes: The meeting was called to order at 3:05 PM. The 9/19/2012 minutes of last meeting were approved by committee vote after being motioned by Jen and seconded by Loretta.

Work Outside of Meeting: Michael and Jen met with Phillip from 2:00 PM to 3:00PM today to discuss the writing of the Social Science final report.

District Assessment Chairs Meeting Feedback: Michael, Jen, and Jeff attended the district assessment chairs meeting last Friday, and Michael shared a brief summary of the topics of discussion, including the fall 2012 Diversity Assessment across five campuses and the planning of CCSSE for spring 2013.

Effective Writing Findings Teaser: Jen shared introductory findings of the Effective Writing data. One such finding, in brief, is that students in English 102 who started in English 98 at HWC did not score significantly different than students currently in English 98.

Diversity Assessment Update: The Diversity Subcommittee is finishing the faculty class volunteer form on GoogleDocs, and it will be shared with all faculty members via email early next week.

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

- **Departmental Assessment:**
 - Subcommittee Chair: Dave
 - Attendance: Dave, Erica, Paul
 - Purpose: Planning and implementation of assessments at the departmental level. The following are the positions: Carrie in Applied Science, Paul in Art, Erica in Humanities, and Dave coordinating.
 - Discussion: Members discussed progress on music assessment and art. Paul found the departmental assessment plan and now has a draft plan for his spring assessment.
- **Diversity:**
 - Subcommittee Chair: Jeff
 - Attendance: Chao, Jeff, John, Ray, Samar
 - Purpose: Planning and implementation of the Diversity 2012 Assessment.
 - Discussion: Members edited the GoogleDocs form to be used for gathering faculty class volunteers for the Diversity Assessment.
- **Effective Writing:**
 - Subcommittee Chair: Jen
 - Attendance: Jen, Loretta, Willard
 - Purpose: Data analysis and report-writing for Effective Writing 2011 Assessment.
 - Discussion: Members looked at Effective Writing data and assigned interpretive paragraphs for data.
- **Social Sciences and AC Structure:**
 - Subcommittee Chair: Michael
 - Attendance: LaRhue, Matthew, Michael
 - Purpose: Data analysis and report-writing for Social Sciences 2010 Assessment.
 - Discussion: Members discussed finalizing recommendations and conclusions for the Social Sciences final report.

Closing: The meeting was adjourned at 4:00 PM. These 9/26/2012 minutes were approved at the 10/3/2012 meeting by committee vote after being motioned by Chao and seconded by LaRhue.



Assessment Committee

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Agenda for 10/3/2012
3:00 PM to 4:00 PM in Room 1046

- 1) Apologies for Absence
- 2) Minutes of September 26th Meeting
- 3) Update on Diversity Assessment Progress
- 4) Website Review
- 5) Chair's Updates
- 6) A. O. B.
- 7) Sub-Committee Time

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Secretary – *Jeff Swigart, Mathematics*



Minutes for 10/3/2012 (Approved)

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

Members Attending:

Jen Asimow – Applied Sciences
Andrew Cutcher – World Languages
LaRhue Finney - English
Michael Heathfield – Applied Sciences
John Kieraldo – Library
Chao Lu - Mathematics
Erica McCormack – Humanities
Willard Moody – English
Carrie Nepstad – Applied Sciences
Dave Richardson – Humanities
Jeff Swigart – Mathematics
Ray Tse – Physical Sciences
Loretta Visomirskis – English
Paul Wandless – Art and Architecture
Matthew Williams – ELL WL

Apologies:

Lynnel Kiely – Social Sciences
Phillip Vargas – Physical Sciences

Opening and Approval of Minutes: The meeting was called to order at 3:05 PM. The 9/26/2012 minutes of last meeting were approved by committee vote after being motioned by Chao and seconded by LaRhue.

Welcome to New Member: Michael welcomed Andrew Cutcher of World Languages to our committee.

Work Outside of Meeting: Michael and Jen met with Phillip from 2:00 PM to 3:00PM today to discuss the writing of the Social Science final report.

Diversity Update: Jeff shared that the email was sent asking faculty to volunteer their classes. Once we receive all the information about volunteered classes, then we can begin asking for volunteer proctors for the computer labs at necessary times.

Website: John shared about his recent updates to the website. Committee members will continue to share new documents and content to add.

Chair's Updates: Michael shared that he is working on this year's CHEA application, and he would like us to continue to think about how to do better at connecting our assessment data to student learning outcomes. He also shared that the Social Sciences final report is in its final stages.

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

- **Departmental Assessment:**
 - Subcommittee Chair: Dave
 - Attendance: Dave, Erica, Paul
 - Purpose: Planning and implementation of assessments at the departmental level. The following are the positions: Carrie in Applied Science, Paul in Art, Erica in Humanities, and Dave coordinating.
 - Discussion: Carrie gave an update on student survey questions and sources. Erica discussed her findings this week. Both had more success with dropping in on people to gather/assess info. Paul discussed his plan for the art pilot. Finally, members discussed the possibility of adjunct stipends.
- **Diversity:**
 - Subcommittee Chair: Jeff
 - Attendance: Chao, Jeff, John, Ray
 - Purpose: Planning and implementation of the Diversity 2012 Assessment.
 - Discussion: Members discussed the volunteer proctor signup sheet, instruction sheets for completing the assessment, and thank you letters to all volunteers involved.
- **Effective Writing:**
 - Subcommittee Chair: Jen
 - Attendance: Jen, Loretta, Willard
 - Purpose: Data analysis and report-writing for Effective Writing 2011 Assessment.
 - Discussion: Members revised a draft of the Effective Writing report, focusing on the project history and measure development sections.
- **Social Sciences and AC Structure:**
 - Subcommittee Chair: Michael
 - Attendance: Andrew, LaRhue, Matthew, Michael
 - Purpose: Data analysis and report-writing for Social Sciences 2010 Assessment.
 - Discussion: Members reviewed the first three sections of the CHEA application which Michael is completing and is due on October 15th. They also reviewed the draft conclusions of the Social Sciences final report, making lots of useful comments, corrections, and additions. Finally, they discussed the need to loop conclusions back to a judgment about the achievement of student learning outcomes.

Closing: The meeting was adjourned at 4:00 PM. These 10/3/2012 minutes were approved at the 10/10/2012 meeting by committee vote after being motioned by Jen and seconded by Loretta.



Assessment Committee

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Agenda for 10/10/2012

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

- 1) Apologies for Absence
- 2) Minutes of the October 2nd meeting
- 3a) Update on Diversity Assessment preparation
- 3b) Faculty volunteered sections
- 3c) Using registration hours for proctoring
- 3d) Decisions we need to make - Jeff?
- 4) CHEA application approval
- 5) Social Science Report preparation for approval
- 6) A.O.B.
- 7) Sub-committee time

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Minutes for 10/10/2012 (Approved)

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

Members Attending:

Jen Asimow – Applied Sciences
Samar Ayesh – Physical Sciences
Andrew Cutcher – World Languages
LaRhue Finney - English
Michael Heathfield – Applied Sciences
John Kieraldo – Library
Erica McCormack – Humanities
Willard Moody – English
Carrie Nepstad – Applied Sciences
Dave Richardson – Humanities
Jeff Swigart – Mathematics
Ray Tse – Physical Sciences
Loretta Visomirskis – English
Paul Wandless – Art and Architecture

Apologies:

Lynnel Kiely – Social Sciences
Chao Lu - Mathematics
Phillip Vargas – Physical Sciences

Honored Guests:

Will Edwards – Institutional Research

Opening and Approval of Minutes: The meeting was called to order at 3:05 PM. The 10/3/2012 minutes of last meeting were approved by committee vote after being motioned by Jen and seconded by Loretta.

Work Outside of Meeting: Michael and Jen met with Phillip from 2:00 PM to 3:00PM today to discuss the writing of the Social Science final report.

CHEA: Michael shared that the application for the award from the Council for Higher Education Accreditation is due on Friday, and he shared his rough draft with the committee, who approved it unanimously.

Assessment Times: Jen shared that she would like to finish this semester's issue of the Assessment Times by week 10. She asked for the following items to be completed by next week: a message from the chair from Michael, a piece on Effective Writing from herself, a piece on Diversity from Jeff, and a piece on departmental assessment from Carrie, Dave, Erica, and Paul.

Diversity: The committee discussed how to manage the two groups of volunteered classes, those using the computer labs during class and those doing the survey outside of class. After some discussion, committee members agreed that those taking the survey outside of class would do so during week 12 to coincide with the computer lab during classes. Also, by next week Jeff will have a checklist of what still needs to be done.

Social Science Assessment: Michael shared that the text of the final report is completely finished, and now the graphic design of it is being worked on to make it professional-looking for dissemination.

Effective Writing: Jen shared more preliminary findings from the data. For example, students did not do well at self-identifying their writing skill level. Also, the most significant change in writing score between groups of students by class is between students in English 100 and English 102. Carrie commented that we should think about how to share these results in helpful and positive ways since they could be misconstrued.

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

- **Departmental Assessment:**
 - Subcommittee Chair: Dave
 - Attendance: Carrie, Dave, Erica, Paul
 - Purpose: Planning and implementation of assessments at the departmental level. The following are the positions: Carrie in Applied Science, Paul in Art, Erica in Humanities, and Dave coordinating.
 - Discussion: Members reviewed Carrie's survey of students on writing.
- **Diversity:**
 - Subcommittee Chair: Jeff
 - Attendance: Jeff, John, Ray, Samar
 - Purpose: Planning and implementation of the Diversity 2012 Assessment.
 - Discussion: Members discussed the need for a checklist of what needs to be done in the final weeks leading up to Assessment Week as well as what should be rushed onto the committee's webpage as final prep for the completion of the CHEA award application.
- **Effective Writing:**
 - Subcommittee Chair: Jen
 - Attendance: Jen, Loretta, Willard
 - Purpose: Data analysis and report-writing for Effective Writing 2011 Assessment.
 - Discussion: Members discussed the "Recommendations" and "Interpretation" sections of the final report and worked on improving them.
- **Social Sciences and AC Structure:**
 - Subcommittee Chair: Michael
 - Attendance: Andrew, LaRhue, Matthew, Michael
 - Purpose: Data analysis and report-writing for Social Sciences 2010 Assessment.
 - Discussion: Members discussed methods of dissemination for the recently completed Social Sciences final report.

Closing: The meeting was adjourned at 4:00 PM. These 10/10/2012 minutes were approved at the 10/17/2012 meeting by committee vote after being motioned by Jen and seconded by LaRhue.



Assessment Committee

Harold Washington College

Chair – *Michael Heathfield, Applied Sciences*

Vice Chair – *Jen Asimow, Applied Sciences*

Secretary – *Jeff Swigart, Mathematics*



Agenda for 10/17/2012
3:00 PM to 4:00 PM in Room 1046

- 1) Apologies for Absence
- 2) Approval of Minutes for October 10th 2012
- 3a) Update on Human Diversity Assessment
- 3b) Recruitment Numbers
- 3c) Next Steps
- 4) Assessment Poster Distribution
- 5) Chair's Updates
- 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 Sciences*

Vice Chair – *Jen Asimow, Applied Sciences*

Secretary – *Jeff Swigart, Mathematics*



Minutes for 10/17/2012 (Approved)

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

Members Attending:

Jen Asimow – Applied Sciences
Samar Ayesh – Physical Sciences
Andrew Cutcher – World Languages
LaRhue Finney - English
Michael Heathfield – Applied Sciences
John Kieraldo - Library
Chao Lu – Mathematics
Erica McCormack – Humanities
Willard Moody – English
Carrie Nepstad – Applied Sciences
Dave Richardson – Humanities
Ray Tse – Physical Sciences
Loretta Visomirskis – English
Paul Wandless – Art and Architecture
Matthew Williams – ELL WL

Apologies:

Lynnel Kiely – Social Sciences
Jeff Swigart – Mathematics
Phillip Vargas – Physical Sciences

Honored Guests:

Will Edwards – Institutional Research

Opening: Michael called the meeting to order at 3:05 PM.

Special Note: These minutes were taken by Erica.

Approval of Minutes: The 10/10/2012 minutes of last meeting were approved with edits by committee vote after being motioned by Jen and seconded by LaRhue.

Work Outside of Meeting: Michael and Jen met with Phillip from 2:00 PM to 3:00PM today to discuss the writing of the Social Science final report. Jen is meeting with the Kennedy-King College Assessment Committee on Tuesday afternoon.

Departmental Assessment: Dave has completed a report on departmental assessment progress, and Michael will share this report with Armen Sarrafian.

CHEA: On Thursday, Michael submitted the award application for the Council on Higher Education Accreditation. We will know the results of the award in early January. If we are not successful we will ask for feedback, namely a good strategy supplied by President Laackman.

Diversity Assessment: We have had 50 faculty members volunteer their classes to participate in the assessment, which included 14 adjuncts. The total number of students included in these classes is 2,348. A good proportion of these classes are “at a distance”, meaning students will complete the assessment outside of class. This takes emphasis off of the computer lab scheduling. In the future, we need to consider how to invest in and incorporate more adjuncts. Also, Will Edwards edited the Survey Monkey version of the survey, and it is ready to be made live online with an available web link. Finally, Michael passed out color posters to pin in classrooms on all floors.

Social Sciences: The graphics of the Social Sciences final report are still being worked on yet almost complete.

Assessment Times: Jen reminded committee members to submit articles for the Assessment Times by week 10, and then she and John will put it together by week 12.

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

- **Departmental Assessment:**
 - Subcommittee Chair: Dave
 - Attendance: Carrie, Dave, Erica, Paul
 - Purpose: Planning and implementation of assessments at the departmental level. The following are the positions: Carrie in Applied Science, Paul in Art, Erica in Humanities, and Dave coordinating.
 - Discussion: Members discussed possible future consideration for the committee regarding protocol and schedule issues/possibilities.
- **Diversity:**
 - Subcommittee Chair: Jeff
 - Attendance: Andrew, Chao, John, LaRhue, Matthew, Michael, Ray, Samar
 - Purpose: Planning and implementation of the Diversity 2012 Assessment.
 - Discussion: John, Ray, and Samar began sorting faculty volunteered classes into a schedule for Assessment Week.
- **Effective Writing:**
 - Subcommittee Chair: Jen
 - Attendance: Jen, Loretta, Willard
 - Purpose: Data analysis and report-writing for Effective Writing 2011 Assessment.
 - Discussion: Members continued to refine the Effective Writing final report, each member being responsible for certain sections.
- **Social Sciences and AC Structure:**
 - Subcommittee Chair: Michael
 - Attendance: Did not meet this week. Members joined the Diversity Subcommittee.
 - Purpose: Data analysis and report-writing for Social Sciences 2010 Assessment.
 - Discussion: Not applicable.

Closing: The meeting was adjourned at 4:00 PM. These 10/17/2012 minutes were approved at the 10/24/2012 meeting by committee vote after being motioned by Ray and seconded by Loretta.



Assessment Committee

Harold Washington College

Chair – *Michael Heathfield, Applied Sciences*

Vice Chair – *Jen Asimow, Applied Sciences*

Secretary – *Jeff Swigart, Mathematics*



Agenda for 10/24/2012

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

- 1) Apologies for Absence
- 2) Approval of Minutes of October 17th meeting
- 3) Assessment Week Preparations
 - Review of scheduled sections
 - Approve emails to faculty volunteers
 - Get full proctor coverage for Assessment Week
- 4) Update on Assessment Times
- 5) Feedback from District Assessment Chairs meeting
- 6) A.O.B.
- 7) 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

Chair – *Michael Heathfield, Applied Sciences*

Vice Chair – *Jen Asimow, Applied Sciences*

Secretary – *Jeff Swigart, Mathematics*



Minutes for 10/24/2012 (Approved)

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

Members Attending:

Jen Asimow – Applied Sciences
Samar Ayesh – Physical Sciences
LaRhue Finney – English
Michael Heathfield – Applied Sciences
John Kieraldo – Library
Chao Lu – Mathematics
Erica McCormack – Humanities
Willard Moody – English
Carrie Nepstad – Applied Sciences
Dave Richardson – Humanities
Jeff Swigart – Mathematics
Ray Tse – Physical Sciences
Loretta Visomirskis – English
Paul Wandless – Art and Architecture

Apologies:

Andrew Cutcher – World Languages
Lynnel Kiely – Social Sciences
Phillip Vargas – Physical Sciences

Opening: Michael called the meeting to order at 3:05 PM.

Approval of Minutes: The 10/17/2012 minutes of last meeting were approved by committee vote after being motioned by Ray and seconded by Loretta.

Work Outside of Meeting:

- Jen met with Kennedy-King College's Assessment Committee on Tuesday to discuss their administering of the diversity assessment.
- Jen and John worked throughout the week on the next issue of Assessment Times.
- Michael and Jen met with Phillip on Monday to discuss the results of the Social Science final report.
- Ray and Samar worked Assessment Week schedule throughout the week.
- Will Edwards read the Effective Writing report and gave detailed feedback to Michael, Jen, and Phillip.
- VP Margie Martyn and Dean Armen Sarrafian have given much support in prepping for Assessment Week, such as the thank you email that Margie sent to all faculty volunteers.

Assessment Times: Jen shared that most of the parts of the next issue of Assessment Times have been completed. She is waiting on the final touches to be added and finished by next week.

Assessment Chairs District Meeting: Michael shared that he and Jen attended the district-wide assessment chairs meeting on Friday. The schedule for doing CCSSEE has been moved from spring 2013 to spring 2014. Also, VP Cecilia Lopez and Provost Kojo Quartey are collecting student learning outcomes from each college's assessment committee, due by early November, in order to align them with ICCB general education outcomes. Jen shared that she discussed this with Cecilia to confirm that she has everything she needs from us. Finally, Cecilia is asking for five year timelines from each assessment committee, due by mid November, and so Michael is working on this now.

Departmental Assessment Voting Rights: Committee members discussed whether or not members of the Departmental Assessment Subcommittee/Team are considered full voting members of the Assessment Committee as a whole. Michael will consider this issue as he is editing the committee's charge with his subcommittee.

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

- **Departmental Assessment:**
 - Subcommittee Chair: Dave
 - Attendance: Carrie, Dave, Erica, Paul
 - Purpose: Planning and implementation of assessments at the departmental level. The following are the positions: Carrie in Applied Science, Paul in Art, Erica in Humanities, and Dave coordinating.
 - Discussion: Members discussed Paul's outcomes draft for art.
- **Diversity:**
 - Subcommittee Chair: Jeff
 - Attendance: Chao, Jeff, John, LaRhue, Michael, Ray, Samar
 - Purpose: Planning and implementation of the Diversity 2012 Assessment.
 - Discussion: Members discussed the confirmation emails to be sent to faculty volunteers by Monday of next week.
- **Effective Writing:**
 - Subcommittee Chair: Jen
 - Attendance: Jen, Loretta, Willard
 - Purpose: Data analysis and report-writing for Effective Writing 2011 Assessment.
 - Discussion: Members reviewed comments and suggestions from Will Edwards and Michael on the Effective Writing final report.
- **Social Sciences and AC Structure:**
 - Subcommittee Chair: Michael
 - Attendance: Did not meet this week. Members joined the Diversity Subcommittee.
 - Purpose: Data analysis and report-writing for Social Sciences 2010 Assessment.
 - Discussion: Not applicable.

Closing: The meeting was adjourned at 4:00 PM. These 10/24/2012 minutes were approved at the 10/31/2012 meeting by committee vote after being motioned by Loretta and seconded by Ray.



Assessment Committee

Harold Washington College

Chair – *Michael Heathfield, Applied Sciences*

Vice Chair – *Jen Asimow, Applied Sciences*

Secretary – *Jeff Swigart, Mathematics*



Agenda for 10/31/2012

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

- 1) Apologies for Absence
- 2) Approval of minutes from October 24th meeting
- 3) Approval of Assessment Times for electronic circulation
- 4) Preparation for Assessment Week
 - Proctoring instructions and guidance to committee members
 - Proctoring schedule finalize
 - Procedures during the week
- 5) Subcommittee Time

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Assessment Committee

Harold Washington College

Chair – *Michael Heathfield, Applied Sciences*

Vice Chair – *Jen Asimow, Applied Sciences*

Secretary – *Jeff Swigart, Mathematics*



Minutes for 10/31/2012 (Approved)

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

Members Attending:

Jen Asimow – Applied Sciences
Samar Ayesh – Physical Sciences
LaRhue Finney – English
Michael Heathfield – Applied Sciences
John Kieraldo – Library
Chao Lu – Mathematics
Erica McCormack – Humanities
Willard Moody – English
Carrie Nepstad – Applied Sciences
Dave Richardson – Humanities
Jeff Swigart – Mathematics
Ray Tse – Physical Sciences
Loretta Visomirskis – English
Paul Wandless – Art and Architecture

Apologies:

Andrew Cutcher – World Languages
Lynnel Kiely – Social Sciences
Phillip Vargas – Physical Sciences

Honored Guests:

Sherri Hayden – Faculty Assistant, Social Sciences

Opening: Michael called the meeting to order at 3:05 PM.

Approval of Minutes: The 10/24/2012 minutes of last meeting were approved by committee vote after being motioned by Loretta and seconded by Ray.

Assessment Times: Jen shared that the Fall 2012 issue of our newsletter is almost complete. Michael will finish an additional page by the end of the day. Ray motioned approval, Loretta seconded, and the committee voted to approve this issue. It will be sent electronically as soon as possible, and Jen will produce a slightly modified student version very soon, which will include a thank you to students for participating in Diversity Assessment.

Diversity Assessment: Jeff shared that we have 3039 potential students to complete the survey, and at a 60% expected rate that gives 1823 expected students. This is far above our needed 1000 student sample. Jeff also asked for more proctor volunteers for the computer labs, and all needed time slots were successfully filled. Finally, Jeff shared the guidelines for proctoring, and committee members discussed potential issues that may arise in the computer labs throughout Assessment Week.

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

- **Departmental Assessment:**
 - Subcommittee Chair: Dave
 - Attendance: Carrie, Dave, Erica, Paul
 - Purpose: Planning and implementation of assessments at the departmental level. The following are the positions: Carrie in Applied Science, Paul in Art, Erica in Humanities, and Dave coordinating.
 - Discussion: Members discussed Erica's progress toward a music assessment and draft outcomes.
- **Diversity:**
 - Subcommittee Chair: Jeff
 - Attendance: Chao, Jeff, John, LaRhue, Ray, Samar
 - Purpose: Planning and implementation of the Diversity 2012 Assessment.
 - Discussion: Members discussed final planning of Assessment Week, namely the proctor schedule and emails that need to go out.
- **Effective Writing:**
 - Subcommittee Chair: Jen
 - Attendance: Jen, Loretta, Willard
 - Purpose: Data analysis and report-writing for Effective Writing 2011 Assessment.
 - Discussion: Jen shared with the group about how their new role will be to oversee the creation of learning modules based on data from former assessments.
- **Social Sciences and AC Structure:**
 - Subcommittee Chair: Michael
 - Attendance: Did not meet this week. Members joined the Diversity Subcommittee.
 - Purpose: Data analysis and report-writing for Social Sciences 2010 Assessment.
 - Discussion: Not applicable.

Closing: The meeting was adjourned at 4:00 PM. These 10/31/2012 minutes were approved at the 11/14/2012 meeting by committee vote after being motioned by Ray and seconded by LaRhue.



Assessment Committee

Harold Washington College

Chair – *Michael Heathfield, Applied Sciences*

Vice Chair – *Jen Asimow, Applied Sciences*

Secretary – *Jeff Swigart, Mathematics*



Agenda for 11/14/2012
3:00 PM to 4:00 PM in Room 1046

- 1) Apologies for Absence
- 2) Approval of minutes of 10/31 meeting
- 3) Quick feedback on last week's session
- 4) Update on Assessment Week statistics
- 5) Approval of Student Assessment Times
- 6) Approval of new 7-year Assessment Schedule
- 7) A.O.B.
- 8) 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

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Vice Chair – *Jen Asimow, Applied Sciences*

Secretary – *Jeff Swigart, Mathematics*



Minutes for 11/14/2012 (Approved)

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

Members Attending:

Jen Asimow – Applied Sciences
Samar Ayesh – Physical Sciences
LaRhue Finney – English
Michael Heathfield – Applied Sciences
John Kieraldo – Library
Erica McCormack – Humanities
Willard Moody – English
Dave Richardson – Humanities
Jeff Swigart – Mathematics
Ray Tse – Physical Sciences
Loretta Visomirskis – English
Paul Wandless – Art and Architecture
Matthew Williams – ELL WL

Apologies:

Lynnel Kiely – Social Sciences
Carrie Nepstad – Applied Sciences
Phillip Vargas – Physical Sciences

Opening: Michael called the meeting to order at 3:05 PM.

Approval of Minutes: The 10/31/2012 minutes of last meeting were approved by committee vote after being motioned by Ray and seconded by LaRhue.

Seminar with Leslie Beller: Last Wednesday, committee members participated in a seminar with Leslie Beller of the New Options Project from the Office of Pathways to College & Career at Chicago Public Schools. She shared the details of the Employability Assessment that she is encouraging schools and other organizations to use to help students learn about what employers look for, such as dress code and communication skills. Some committee members shared that they may try to use this assessment in their classes.

Update on Assessment Week: Michael shared an overview of the success of Assessment Week. He was especially pleased to share some of the student responses from the request for feedback at the end of the survey. One theme of this feedback was students thanking the Assessment Committee for asking questions about diversity. Many students also expressed interest in finding out the results of the survey. Michael passed out draft posters of thanking students for their participation, and committee members suggested that we write “thank you” in many different languages.

Assessment Seven-Year Schedule: Michael shared the committee’s new seven-year schedule, which he produced in response to a request from district. Committee members approved it unanimously. Committee members also expressed a desire to organize a similar calendar for departmental assessment.

Assessment Times Student Version: John passed out copies of the final draft of the student version of this semester's Assessment Times newsletter. He asked for committee members to give him suggestions for edits.

Thank You Notes: Michael passed out the thank you notes he had prepared for the faculty and staff members who helped out with Assessment Week.

Oral Communication: Michael asked for help in starting to plan for next fall's assessment in oral communication.

District Assessment Meeting: Jen will represent us this coming Friday, November 16th, at the district assessment meeting.

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

- **Departmental Assessment:**
 - Subcommittee Chair: Dave
 - Attendance: Dave, Erica, Paul
 - Purpose: Planning and implementation of assessments at the departmental level. The following are the positions: Carrie in Applied Science, Paul in Art, Erica in Humanities, and Dave coordinating.
 - Discussion: Members reviewed the outcomes that Paul and Erica are working on for their respective departments.
- **Diversity:**
 - Subcommittee Chair: Jeff
 - Attendance: Jeff, John, Ray, Samar
 - Purpose: Planning and implementation of the Diversity 2012 Assessment.
 - Discussion: Members made a plan to create a two-page summary of results from the diversity assessment, to qualitatively code the open-ended feedback responses from students, and to give Phillip questions to answer in his analysis of the data.
- **Effective Writing:**
 - Subcommittee Chair: Jen
 - Attendance: Jen, Loretta, Willard
 - Purpose: Data analysis and report-writing for Effective Writing 2011 Assessment.
 - Discussion: Members discussed how they will now be changing to the Learning Modules Subcommittee. Their primary duty will be to use the recommendations from former assessments to create learning modules for use in the classroom.
- **Social Sciences and AC Structure:**
 - Subcommittee Chair: Michael
 - Attendance: Matthew, Michael
 - Purpose: Data analysis and report-writing for Social Sciences 2010 Assessment.
 - Discussion: Members discussed key findings from the Social Sciences report. They also discussed methods of dissemination, such as reporting to the Social Sciences department, putting up posters, posting on the Harold Lounge, and publishing in the student newspaper.

Closing: The meeting was adjourned at 4:00 PM. These 11/14/2012 minutes were approved at the 11/28/2012 meeting by committee vote after being motioned by Jen and seconded by Chao.



Assessment Committee

Harold Washington College

Chair – *Michael Heathfield, Applied Sciences*

Vice Chair – *Jen Asimow, Applied Sciences*

Secretary – *Jeff Swigart, Mathematics*



Agenda for 11/28/2012

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

- 1) Apologies for absence
- 2) Minutes of the November 14th meeting
- 3) Feedback from District Assessment Chairs meeting of November 16th.
- 4) Thanks to Jen & John for both Assessment Times this semester
- 5) Update on Social Science Assessment Report and Effective Writing Report
- 6) Human Diversity Posters and Findings Brief progress
- 7) Key work for spring semester
- 8) 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

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Vice Chair – *Jen Asimow, Applied Sciences*

Secretary – *Jeff Swigart, Mathematics*



Minutes for 11/28/2012 (Approved)

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

Members Attending:

Jen Asimow – Applied Sciences
Samar Ayesh – Physical Sciences
LaRhue Finney – English
Michael Heathfield – Applied Sciences
John Kieraldo – Library
Chao Lu - Mathematics
Erica McCormack – Humanities
Willard Moody – English
Carrie Nepstad – Applied Sciences
Dave Richardson – Humanities
Jeff Swigart – Mathematics
Ray Tse – Physical Sciences
Loretta Visomirskis – English
Paul Wandless – Art and Architecture
Matthew Williams – ELL WL

Apologies:

Lynnel Kiely – Social Sciences
Phillip Vargas – Physical Sciences

Opening: Michael called the meeting to order at 3:05 PM.

Approval of Minutes: The 11/14/2012 minutes of last meeting were approved by committee vote after being motioned by Jen and seconded by Chao.

No Meeting Next Week: This will be our last meeting of the semester.

District Assessment Meeting: Jen represented us at the District Assessment Meeting on Friday. Topics of discussion included assessment calendars and reporting about the success of the diversity assessment. Jen shared our most recent Assessment Times newsletter with the others at the meeting.

Social Sciences and Effective Writing Reports: Michael will work on these reports over the winter break. In the spring we will then be able to have a “festival of dissemination”.

Diversity Posters: Michael showed us the completed posters thanking students for participation. Committee members will check to make sure the many languages of “thank you” are all correct, and then the posters will go up around the building as soon as possible.

Upcoming Work for Spring 2013:

- *Learning Modules:* Jen will lead a new subcommittee whose task will be to produce learning modules based on recommendations generated by committee reports.

- *Oral Communication:* We must begin preparing for the oral communication assessment to be administered in Fall 2013.
- *Committee Charge:* Dave has written a new draft of our charge including new job descriptions, which the committee will go over and approve to be effective next semester.
- *Departmental Assessment:* We will begin preparing to add new departments to our departmental assessment task force for next fall. We will also try to get representation in the committee as a whole from each department.

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

- **Departmental Assessment:**
 - Subcommittee Chair: Dave
 - Attendance: Carrie, Dave, Erica, Paul
 - Purpose: Planning and implementation of assessments at the departmental level. The following are the positions: Carrie in Applied Science, Paul in Art, Erica in Humanities, and Dave coordinating.
 - Discussion: Members discussed the transition from Dave to Carrie as the coordinator of departmental assessment, as well as recommendations for expanding/revising in future semesters.
- **Diversity:**
 - Subcommittee Chair: Jeff
 - Attendance: Jeff, John, Ray, Samar
 - Purpose: Planning and implementation of the Diversity 2012 Assessment.
 - Discussion: Next semester, members will begin qualitatively coding the responses on the diversity survey from the question requesting feedback. Also, Phillip will begin the overall analysis of the diversity data.
- **Learning Modules (Previously the "Effective Writing" Subcommittee):**
 - Subcommittee Chair: Jen
 - Attendance: Jen, Loretta, Willard
 - Purpose: Data analysis and report-writing for Effective Writing 2011 Assessment.
 - Discussion: Members discussed the creation of modules to enhance students' attainment of the general education objectives.
- **Social Sciences and AC Structure:**
 - Subcommittee Chair: Michael
 - Attendance: Matthew, Michael
 - Purpose: Data analysis and report-writing for Social Sciences 2010 Assessment.
 - Discussion: Members discussed the work on oral communication that must begin next semester to prepare for the fall 2013 assessment.

Closing: The meeting was adjourned at 4:00 PM. These 11/28/2012 minutes were approved at the 1/23/2013 meeting by committee vote after being motioned by Ray and seconded by Samar.