



# Assessment Committee

Harold Washington College

Chair – *Michael Heathfield, Applied Science*

Vice Chair – *Jen Asimow, Applied Science*

Secretary – *Jeff Swigart, Mathematics*



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Agenda for 1/25/2012  
3:00 PM to 4:00 PM in Room 1046

- 1) Welcomes and Introductions
- 2) Approval of Minutes from November 30th 2011
- 3) Chair's Updates
  - a. CHEA Award results
  - b. District Assessment Meetings and Lumina Degree Profile
  - c. C.C.S.S.E
- 4) Progress update Social Science Assessment - Mike
- 5) Progress update Effective Writing Assessment - Jen
- 6) Conference Opportunities - Jeff
- 7) A.O.B.
- 8) Subcommittee Formation
  - a. Social Sciences (Mike, Phillip, Lynnel, + ?)
  - b. Effective Writing (Jen +?)
  - c. Loop Crew (Jeff +)

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***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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Secretary – *Jeff Swigart, Mathematics*



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Minutes for 1/25/2012 (Approved)

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

## Members Attending:

Jen Asimow – Applied Science  
Samar Ayesh – Physical Sciences  
Jackie Cunningham – ELL WL  
LaRhue Finney – English  
Michael Heathfield – Applied Sciences  
John Kieraldo – Library  
Chao Lu – Mathematics  
Erica McCormack – Humanities  
Willard Moody – English  
Dave Richardson – Humanities  
Loretta Visomirskis – English  
Matthew Williams – ELL WL

## Apologies:

Lynnel Kiely – Social Sciences  
Charles McSweeney – Advising  
Jeff Swigart – Mathematics  
Ray Tse – Physical Sciences  
Phillip Vargas – Physical Sciences

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## Opening:

- **Call to Order:** The meeting was called to order at 3:05 PM.
- **Approval of Last Meeting's Minutes:** The 11/30/2011 minutes were approved by committee vote after being motioned by Loretta and seconded by John.

## Announcements From Ephrem Rabin:

Ephrem shared that the chancellor wants to know what kinds of training are being done at HWC. Ephrem is the director of training, and so he wants to keep track of what is going on in the college. Michael requested that Ephrem mention the Assessment Committee as a faculty development opportunity in advertisements and reports on such things.

## Welcome to New Member:

Michael welcomed Erica McCormack representing Humanities.

**CHEA:** We did not get the award that we recently applied for through the Council for Higher Education Accreditation. There were 47 total applicants, and the three top winners included Georgia Institute of Technology, Rio Salado College, and University of California at Merced.

## District Assessment Meeting:

Michael and Jen shared about the district assessment meeting, which was a conference call meeting due to weather. Members discussed the purpose of the district assessment committee and how information about the Lumina outcomes can be disseminated to faculty.

**CCSSE:** District is planning to administer the Community College Survey of Student Engagement in 2012.

**Social Science Assessment Update:** Michael shared that he has heard from Lynnel that she has completed some parts of the rough draft of the report. Phillip continues to work on more data analysis. Michael hopes to have a completed draft of the report approved by the end of this semester.

**Effective Writing Update:** Jen shared that the first round of essays have been read and graded, and the second round is being distributed today.

**Chapin Hall Report:** Chapin Hall recently administered a random sample questionnaire to students at CCC. The final report just came out, and there are many interesting results. Michael will forward the report to all committee members to read and then discuss at the next meeting.

**Subcommittee Time:** The following new subcommittees were formed.

- **Effective Writing:**
  - Subcommittee Chair: Jen
  - Potential Members: Erica, LaRhue, Jen
  - Potential Tasks: EW 2011 Assessment, Including Data Analysis and Report Writing
- **Social Sciences :**
  - Subcommittee Chair: Michael
  - Potential Members: Lynnel, Michael, Phillip
  - Potential Tasks: SS 2010 Assessment, Including Data Analysis and Report Writing
- **The Loop Crew:**
  - Subcommittee Chair: Jeff
  - Potential Members: Chao, Jeff, Samar
  - Potential Tasks: Progress Tracking, Ten-Year Plan, Website

**Closing:**

- **Adjournment:** The meeting was adjourned at 4:00 PM.
- **Approval of This Meeting's Minutes:** These 1/25/2012 minutes were approved at the 2/1/2012 meeting by committee vote after being motioned by Jen and seconded by John.



# Assessment Committee

Harold Washington College

Chair – *Michael Heathfield, Applied Science*

Vice Chair – *Jen Asimow, Applied Science*

Secretary – *Jeff Swigart, Mathematics*



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Agenda for 2/1/2012  
3:00 PM to 4:00 PM in Room 1046

- 1) Apologies for absence
- 2) Minutes of January 25th meeting
- 3) Chair's Updates
  - a. Circulated Chapin Hall Report
  - b. Committing to Quality - New Leadership Alliance
  - c. CCSSE - scheduled for March 2013 at HWC
- 4) AOB
- 5) Subcommittee Time
  - a. Loop Crew
  - b. Effective Writing
  - c. Social Sciences

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Minutes for 2/1/2012 (Approved)

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

## Members Attending:

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

## Apologies:

LaRhue Finney – English  
Lynnel Kiely – Social Sciences  
Charles McSweeney – Advising  
Phillip Vargas – Physical Sciences

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## Opening:

- **Call to Order:** The meeting was called to order at 3:05 PM.
- **Approval of Last Meeting's Minutes:** The 1/25/2012 minutes were approved by committee vote after being motioned by Loretta and seconded by John.

## Chair's Updates:

- **Reports:** Michael reminded committee members to read the Chapin Hall report on CCC students. He also suggested another report by the New Leadership Alliance called Committing to Quality.
- **CCSSE:** Four of the City Colleges will be doing Community College Survey of Student Engagement this March, and the other three City Colleges will do it in March 2013. HWC is in the second group.
- **Assessment Fair:** The 16<sup>th</sup> annual Assessment Fair is on February 24<sup>th</sup>, 2012, at Oakton Community College in Des Plaines, Illinois.
- **Departmental Participation:** Michael continues to work on getting more committee members from underrepresented departments. Faculty Council can help to advertise to potential new members.

## Two Proposals:

- **Attendance Policy Change:** Jeff proposed that absences no longer be reported but only those who attend or send apologies for not attending.
- **New Website Location:** Jeff proposed that the location of the link of our new website be on the HWC webpage under the Academics tab, then under the Tools section, with the link labeled "Assessment".

- **Committee Vote on the Two Proposals:** Jeff motioned the two proposals, and Allan seconded. The committee approved.

#### Other Updates:

- **Effective Writing:** Jen shared that the second round of grading the Effective Writing Assessment essays is underway.
- **Social Sciences:** Michael shared that he and Lynnel are working on the report while Phillip finishes the data analysis.

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

- **Effective Writing:**
  - Subcommittee Chair: Jen
  - Purpose: Data Analysis and Report Writing for Effective Writing 2011 Assessment
  - Attendance: Dave, Erica, Jackie, Jen, Loretta, Willard
  - Discussion: Subcommittee members discussed the table of contents for the report to be written after the grading of essays and data analysis have been completed.
- **Social Sciences:**
  - Subcommittee Chair: Michael
  - Purpose: Data Analysis and Report Writing for Social Sciences 2010 Assessment
  - Attendance: Matthew, Michael
  - Discussion: The following were the main points of the discussion:
    - We must track back towards our agreed student learning outcomes and map survey questions to outcomes, looking specifically at the skills of identifying, synthesizing and applying to their own life/world view.
    - We hypothesize would be that as they move closer to graduation their social science capabilities are stronger.
    - Our analysis should look at behavioral versus non-behavioral social sciences.
    - We need additional data about class sections and student numbers, which we should be able to get from Will in research. In the future we can get this data ahead of time.
    - Is there a relationship between the results for different Social Science disciplines and how often they are offered and how many students take them?
    - Locate and look back at the early data about which disciplines were self-selected by students and how 'correct' they were in identifying discipline 'dialogues'.
- **The Loop Crew:**
  - Subcommittee Chair: Jeff
  - Purpose: Progress Tracking, Ten-Year Plan, Website
  - Attendance: Allan, Chao, Jeff, Margarita, Ray, Samar.
  - Discussion: Subcommittee members discussed the tasks before us.
    - Progress Tracking: We want to make sure we do not seem like we are policing.
    - Ten Year Plan: We need to decide what to keep from our previous plan.
    - Website: Ideas include testimonials, history, cartoons, and progress tracking.

#### Closing:

- **Adjournment:** The meeting was adjourned at 4:00 PM.
- **Approval of This Meeting's Minutes:** These 2/1/2012 minutes were approved at the 2/8/2012 meeting by committee vote after being motioned by Jen and seconded by Charles.



# Assessment Committee

Harold Washington College

Chair – *Michael Heathfield, Applied Science*

Vice Chair – *Jen Asimow, Applied Science*

Secretary – *Jeff Swigart, Mathematics*



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Agenda for 2/8/2012  
3:00 PM to 4:00 PM in Room 1046

- 1) Apologies for Absence
- 2) Minutes of February 1st Meeting
- 3) Congratulations to Members
- 4) Social Science Analysis and Report
- 5) HLC attendance in March
- 6) Effective Writing Update
- 7) A.O.B.
- 8) Subcommittee Time

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Minutes for 2/8/2012 (Approved)

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

## Members Attending:

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

## Apologies:

Lynnel Kiely – Social Sciences  
John Kieraldo – Library  
Phillip Vargas – Physical Sciences

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## Opening:

- **Call to Order:** The meeting was called to order at 3:04 PM.
- **Approval of Last Meeting's Minutes:** The 2/1/2012 minutes were approved by committee vote after being motioned by Jen and seconded by Charles.

## Chair's Updates:

- **Congratulations:** Michael congratulated Erica, Phillip, Ray, and Samar for reappointment in the tenure process.
- **Social Sciences:** Michael has continued to meet with Lynnel and Phillip to work on the report.
- **Higher Learning Commission:** Michael will be attending the HLC conference here in Chicago in late March.

## Vice-Chair's Updates:

- **Effective Writing:** Jen passed around timeline showing the goals of the essay grading. The deadlines are March 1<sup>st</sup> for second round grading and April 15<sup>th</sup> for third round grading.

## Secretary's Updates:

- **Webpage:** Jeff and John continue to make plans for the new webpage. John K will meet with Armen soon in order to make the formal request.



- **Old Documents:** Jeff shared that he continues to try to track down old committee documents for his expanding archive. He asked everyone to check their hard drives for any documents that may have been buried for a long time.

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

- **Effective Writing:**
  - Subcommittee Chair: Jen
  - Purpose: Data Analysis and Report Writing for Effective Writing 2011 Assessment
  - Attendance: Erica, Jen, LaRhue, Loretta, Willard
  - Discussion: Subcommittee members discussed which members would be responsible for writing specific parts of the final report, such as the executive summary, methodology, etc.
- **Social Sciences:**
  - Subcommittee Chair: Michael
  - Purpose: Data Analysis and Report Writing for Social Sciences 2010 Assessment
  - Attendance: Matthew, Michael
  - Discussion: Subcommittee members discussed various aspects of the report, including getting necessary demographics information from PeopleSoft, making sure the student learning outcomes are properly involved, and seeing if Lynnel needs help with the writing. The proposed timeline is to finish the data analysis by the end of February and finish the report by the end of the semester.
- **The Loop Crew:**
  - Subcommittee Chair: Jeff
  - Purpose: Progress Tracking, Ten-Year Plan, Website
  - Attendance: Allan, Chao, Jeff, Margarita, Ray, Samar.
  - Discussion: Subcommittee members looked at the recommendations given in the Natural Sciences 2008 report and the Quantitative Reasoning 2009 report. Allan, Ray, and Samar will talk to Liliana Marin within the next two weeks for any anecdotes she can share from her involvement with the Natural Sciences report. All subcommittee members will read the two full reports over the next week to prepare to begin tracking the progress of the recommendations.

**Closing:**

- **Adjournment:** The meeting was adjourned at 4:00 PM.
- **Approval of This Meeting's Minutes:** These 2/8/2012 minutes were approved at the 2/15/2012 meeting by committee vote after being motioned by Allan and seconded by Erica.



# Assessment Committee

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Agenda for 2/15/2012  
3:00 PM to 4:00 PM in Room 1046

- 1) Apologies for absence
- 2) Minutes of February 8th meeting
- 3) Social Science Assessment Update
- 4) Effective Writing Assessment Update
- 5) 'A Matter of Degrees' a First Look at Survey of Entering Student Engagement (SENSE) from the CCSSE crew.  
[http://www.ccsse.org/center/resources/docs/publications/A\\_Matter\\_of\\_Degrees\\_02-02-12.pdf](http://www.ccsse.org/center/resources/docs/publications/A_Matter_of_Degrees_02-02-12.pdf)  
(Hard copies will also be provided)
- 6) A.O.B.
- 7) Subcommittee Time

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Minutes for 2/15/2012 (Approved)

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

## Members Attending:

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

## Apologies:

LaRhue Finney – English  
Lynnel Kiely – Social Sciences  
Chao Lu – Mathematics  
Phillip Vargas – Physical Sciences

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## Opening:

- **Call to Order:** The meeting was called to order at 3:03 PM.
- **Approval of Last Meeting's Minutes:** The 2/8/2012 minutes were approved by committee vote after being motioned by Allan and seconded by Erica.

**Social Sciences Update:** Michael shared that Phillip continues the data analysis with a deadline of the end of February. Lynnel is starting the sections of the report on the pilot and student demographics, also with a deadline of the end of February. She will use PeopleSoft to find the necessary student data for Fall 2010 and back through one previous academic year. Michael will begin writing the section on methodology, using his email trail from November of 2010 to remember the details of the challenges that were faced. He will also ask Will for any other available demographic data of that semester.

**Effective Writing Update:** Jen shared that she asked Will about obtaining the software for bubble reading since we do not want to make him do all the scanning of the demographics surveys, as this is an expensive use of his time. He has said that he will look into our options. Michael has emailed John Metoyer asking if we can use our budget line item to purchase the software and possibly even a scanner. Michael is also talking with Ewa about the possibility of using the new photocopiers as scanners.

**A Matter of Degrees by CCSSE:** Michael asked committee members to read this report. He shared that there are many interesting results, such as the importance of attendance to class in predicting success.

**Webpage:** John has completed a rough draft of the webpage layout, and he is continuing his discussions with Armen and also some others at district in order to get approval for it to go live.

**State of the College Meeting:** Michael will be sharing about the committee for a few minutes at the State of the College meeting this coming Friday.

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

- ***Effective Writing:***
  - Subcommittee Chair: Jen
  - Purpose: Data Analysis and Report Writing for Effective Writing 2011 Assessment
  - Attendance: Dave, Erica, Jen, Loretta, Willard
  - Discussion: Subcommittee members discussed two parts of the upcoming final report: the executive summary and the development of the rubric.
- ***Social Sciences:***
  - Subcommittee Chair: Michael
  - Purpose: Data Analysis and Report Writing for Social Sciences 2010 Assessment
  - Attendance: Charles, Matthew, Michael
  - Discussion: Subcommittee members discussed options for scanning bubble sheets, such as using the new copiers for scanning and looking for freeware pieces of software to analyze the images. Michael will talk to the administration resources available to the committee as a whole.
- ***The Loop Crew:***
  - Subcommittee Chair: Jeff
  - Purpose: Progress Tracking, Ten-Year Plan, Website
  - Attendance: Allan, Jeff, John K, Margarita, Ray, Samar.
  - Discussion: Subcommittee members discussed the recommendations in the 2007 Humanities report, namely the recommendation that students should be given more opportunities to practice using technical language. Allan, Ray, and Samar shared about how this applies to science classes, such as in the writing of lab reports. Subcommittee members also discussed the 2008 Natural Sciences assessment and agreed that we like the epistemological aspect of it yet would like to add a knowledge component next time around.

**Closing:**

- ***Adjournment:*** The meeting was adjourned at 4:00 PM.
- ***Approval of This Meeting's Minutes:*** These 2/15/2012 minutes were approved at the 2/22/2012 meeting by committee vote after being motioned by Loretta and seconded by Ray.



# Assessment Committee

Harold Washington College

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Agenda for 2/22/2012  
3:00 PM to 4:00 PM in Room 1046

- 1) Apologies for Absence
- 2) Minutes of February 15th meeting
- 3) Website decision
- 4) Decision on fall 2012 assessment
- 5) Sub-Committee updates
  - a. Social Sciences
  - b. Effective Writing
  - c. Loop Crew
- 6) A.O.B.
- 7) Sub-Committee Time

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Minutes for 2/22/2012 (Approved)

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

## Members Attending:

Jen Asimow – Applied Science  
Samar Ayesh – Physical Sciences  
Michael Heathfield – Applied Sciences  
Chao Lu – Mathematics  
Erica McCormack – Humanities  
Charles McSweeney – Advising  
Willard Moody – English  
Jeff Swigart – Mathematics  
Ray Tse – Physical Sciences  
Loretta Visomirskis – English  
Matthew Williams – ELL WL

## Apologies:

Margarita Chavez – World Languages  
LaRhue Finney – English  
Lynnel Kiely – Social Sciences  
John Kieraldo – Library  
Phillip Vargas – Physical Sciences  
Allan Wilson – Physical Sciences

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## Opening:

- **Call to Order:** The meeting was called to order at 3:03 PM.
- **Approval of Last Meeting's Minutes:** The 2/15/2012 minutes were approved by committee vote after being motioned by Loretta and seconded by Ray.

**Effective Writing Update:** Michael continues communication with Will about the scanning software that he has on his computer on the 11<sup>th</sup> floor and the possibility of us getting a license for one of our faculty computers. Jen has looked into other options like ScanTron yet thinks that the best and most affordable option for us is to simply get a second copy of the software that Will has.

**Webpage:** John K continues to work on the new website. He suggested that we choose a shortcut URL just in case our actual URL ends up being longer than we like. He suggested <http://hwcassessment.ccc.edu> as this is similar in format to the shortcut URL of the library webpage. Chao motioned to approve, and Erica seconded. The committee approved this choice of a shortcut URL.

**Fall 2012 Assessment:** Michael asked for ideas on what outcome we should assess in the Fall 2012 semester. He suggested diversity or civic learning, and Jen suggested oral communication. The Loop Crew will continue this discussion.

**Lumina:** Michael shared that it is likely that Armen will soon be passing the Lumina outcomes document to faculty for discussion.

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

- ***Effective Writing:***
  - Subcommittee Chair: Jen
  - Purpose: Data Analysis and Report Writing for Effective Writing 2011 Assessment
  - Attendance: Erica, Jen, Loretta, Willard
  - Discussion: Subcommittee members discussed the data gathering part of the final report, the problems that graders had in grading the assessments, and the benefits and drawbacks of the point system used for grading the essays.
- ***Social Sciences:***
  - Subcommittee Chair: Michael
  - Purpose: Data Analysis and Report Writing for Social Sciences 2010 Assessment
  - Attendance: Charles, Matthew, Michael
  - Discussion: Subcommittee members discussed other potential options for scanning software, such as using our current copier/scanners.
- ***The Loop Crew:***
  - Subcommittee Chair: Jeff
  - Purpose: Progress Tracking, Ten-Year Plan, Website
  - Attendance: Allan, Chao, Jeff, Margarita, Ray, Samar.
  - Discussion: Subcommittee members discussed what assessment should be done in the Fall 2012 semester and currently agree on diversity.

**Closing:**

- ***Adjournment:*** The meeting was adjourned at 4:00 PM.
- ***Approval of This Meeting's Minutes:*** These 2/22/2012 minutes were approved at the 2/29/2012 meeting by committee vote after being motioned by Ray and seconded by Charles.



# Assessment Committee

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Agenda for 2/29/2012  
3:00 PM to 4:00 PM in Room 1046

- 1) Apologies for Absence
- 2) Minutes of February 22nd Meeting
- 3) Discussion and Decision about Remark 8.0 location/strategy (bubble things)
- 4) Update on Effective Writing Assessment
- 5) Update on Social Science Assessment
- 6) Update on Website, Loop Crew work
- 7) A.O.B.
- 8) Subcommittee Time

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Minutes for 2/29/2012 (Approved)

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

## Members Attending:

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

## Apologies:

Lynnel Kiely – Social Sciences  
John Kieraldo – Library  
Phillip Vargas – Physical Sciences

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## Opening:

- **Call to Order:** The meeting was called to order at 3:03 PM.
- **Approval of Last Meeting's Minutes:** The 2/22/2012 minutes of last meeting were approved by committee vote after being motioned by Ray and seconded by Charles.

**Effective Writing Update:** Jen reminded graders to finish the second round of grading by this weekend. Jeff will then organize the spreadsheet, and Phillip will run an analysis to figure out which essays need a third round of grading. This third round should happen around the time of Spring Break. Michael continues to look into options for a second license of the Remark bubble reading software. One option involves a laptop with the necessary software specifically for our committee's use. Another option involves installing the software on an already existing faculty computer. Jeff will look into cloud-based options that eliminate the need for scanners.

**Social Sciences Update:** Michael shared that Lynnel has completed a second draft of the final report, and Phillip is polishing up some of the final analysis of the data. Michael hopes for approval of a final report by the end of the semester.

**CHEA:** Michael shared that he is already thinking ahead to the next opportunity coming this fall to apply for the award from the Council for Higher Education Accreditation.

**Lumina Outcomes:** Dean Armen Sarrafian asked our committee to distribute the Lumina outcomes to faculty. Michael shared with the committee the cover letter he had drafted to include with the outcomes. The committee approved this letter.

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

- ***Effective Writing:***

- Subcommittee Chair: Jen
- Purpose: Data Analysis and Report Writing for Effective Writing 2011 Assessment
- Attendance: Dave, Erica, Jackie, Jen, LaRhue, Loretta, Willard
- Discussion: The group discussed the methodology section of the final report. They also discussed variables that should be considered next time this assessment is done, such as the number of revisions that have been done on the given essay. Finally, discussion of the rubric is tabled until a later time.

- ***Social Sciences:***

- Subcommittee Chair: Michael
- Purpose: Data Analysis and Report Writing for Social Sciences 2010 Assessment
- Attendance: Charles, Matthew, Michael
- Discussion: The group discussed finding a cloud solution to replace bubble scanning. They also discussed dissemination strategies for the final report, such as an article in the student newspaper, a letter to the chairs, a digital copy to all faculty, an article in the Assessment Times, an event at CAST (Committee on the Art and Science of Teaching), and blurbs in the Harold Lounge.

- ***The Loop Crew:***

- Subcommittee Chair: Jeff
- Purpose: Progress Tracking, Ten-Year Plan, Website
- Attendance: Allan, Chao, Jeff, Margarita, Ray, Samar.
- Discussion: The group discussed cloud-based options to replace bubble scanning, such as Blackboard, Survey Monkey, Google Docs, and Moodle. Jeff asked members to look into these options in order to discuss next week. The group also discussed potential changes to the Diversity Assessment from 2005 for reimplementation in Fall 2012, such as making the scale more consistent and trimming down the length by taking out repeated questions. Yet before these changes are worked on, the committee as a whole needs to decide for sure what assessment will be done in Fall 2012.

**Closing:**

- ***Adjournment:*** The meeting was adjourned at 4:00 PM.
- ***Approval of This Meeting's Minutes:*** These 2/29/2012 minutes were approved at the 3/7/2012 meeting by committee vote after being motioned by Loretta and seconded by LaRhue.



# Assessment Committee

Harold Washington College

Chair – *Michael Heathfield, Applied Science*

Vice Chair – *Jen Asimow, Applied Science*

Secretary – *Jeff Swigart, Mathematics*



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Agenda for 3/7/2012  
3:00 PM to 4:00 PM in Room 1046

- 1) Apologies for Absence
- 2) Minutes of the February 29th meeting
- 3) Electronic data collection
  - a. Final bubble conversation...
  - b. Institutional license for Survey Monkey use
- 4) Update on Effective Writing assessment
- 5) Update on analysis and writing for Social Science assessment
- 6) Update from Loop Crew
- 7) Assessment choice for fall 2012
- 8) Chair's work schedule/Summer tasks
- 9) A.O.B.

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



# Assessment Committee

Harold Washington College

Chair – *Michael Heathfield, Applied Science*

Vice Chair – *Jen Asimow, Applied Science*

Secretary – *Jeff Swigart, Mathematics*



---

Minutes for 3/7/2012 (Approved)

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

## Members Attending:

Jen Asimow – Applied Science  
Samar Ayesh – Physical Sciences  
Jackie Cunningham – ELL WL  
LaRhue Finney – English  
Michael Heathfield – Applied Sciences  
Chao Lu – Mathematics  
Erica McCormack – Humanities  
Willard Moody – English  
Jeff Swigart – Mathematics  
Ray Tse – Physical Sciences  
Loretta Visomirskis – English  
Matthew Williams – ELL WL

## Apologies:

Margarita Chavez – World Languages  
Lynnel Kiely – Social Sciences  
John Kieraldo – Library  
Phillip Vargas – Physical Sciences  
Allan Wilson – Physical Sciences

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## Opening:

- **Call to Order:** The meeting was called to order at 3:04 PM.
- **Approval of Last Meeting's Minutes:** The 2/29/2012 minutes of last meeting were approved by committee vote after being motioned by Loretta and seconded by LaRhue.

**Electronic Data Collection:** Michael shared that he is getting a temporary laptop from Ewa to bubble scan the Effective Writing data. Yet in the future we will be collecting data using Survey Monkey since Michael recently discovered we have an institutional license for this service. Jeff shared that a free alternative is the Forms option of Google Docs, which in his view has the same capabilities as Survey Monkey but is not quite as user friendly. So if the college ever stops paying for an institutional license of Survey Monkey, we can consider Google Docs. Yet in the meantime we might as well use Survey Monkey since it is already purchased.

**Effective Writing:** Jen shared that six of ten groups of essays have been completed from the second round of essay grading. After all the essays are completed, Jeff will organize all the data into one spreadsheet and pass it on to Phillip, who will then run an analysis to determine which essays need a third read.

**Social Sciences:** Michael shared that Phillip is almost done with the data analysis, and he has found some interesting correlations that he will later report to the committee as a whole. Lynnel continues working on the final report, and Michael hopes to have the report approved by the committee by the end of the semester.

**Loop Crew:** The Loop Crew subcommittee members continue to discuss our options for assessments in Fall 2012. John continues to work on the webpage. His goal for next week to get the page live with the following

simple description of our committee: “The Assessment Committee at HWC is an interdisciplinary group of faculty, administrators, and staff who collect, review, analyze, and disseminate data on the educational outcomes of our students.” The committee approved this text. Michael posed the idea of requesting a special assignment for work on completing the webpage.

**Assessment in Fall 2012:** Michael shared that he would like our committee to assess Civic Engagement, yet this is not even part of HWC’s general education goals. Jen and Dave shared that Civic Engagement should be added as a goal before we proceed with assessing it. Other options for assessments include diversity and oral communication.

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

**Closing:**

- **Adjournment:** The meeting was adjourned at 4:00 PM.
- **Approval of This Meeting’s Minutes:** These 3/7/2012 minutes were approved at the 3/14/2012 meeting by committee vote after being motioned by Ray and seconded by Charles.



# Assessment Committee

Harold Washington College

Chair – *Michael Heathfield, Applied Science*

Vice Chair – *Jen Asimow, Applied Science*

Secretary – *Jeff Swigart, Mathematics*



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

- 1) Apologies for absence
- 2) Minutes of March 7th
- 3) Two Links to Consider:
  - a. [http://www.aacu.org/civic\\_learning/crucible/documents/crucible\\_508F.pdf](http://www.aacu.org/civic_learning/crucible/documents/crucible_508F.pdf)
  - b. <http://www.insidehighered.com/news/2012/03/07/massachusetts-system-track-civic-engagement#.T1dX2Xje-do.email>
- 4) Website Live!
- 5) Effective Writing Update
- 6) Social Science Update
- 7) Survey Monkey presentation - April 11th
- 8) General Education Goals update
- 9) Decision on Fall 2012 Assessment
- 10) A.O.B.
- 11) Subcommittee Time

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



# Assessment Committee

Harold Washington College

Chair – *Michael Heathfield, Applied Science*

Vice Chair – *Jen Asimow, Applied Science*

Secretary – *Jeff Swigart, Mathematics*



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Minutes for 3/14/2012 (Approved)

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

## Members Attending:

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

## Apologies:

Lynnel Kiely – Social Sciences  
Dave Richardson – Humanities  
Phillip Vargas – Physical Sciences

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## Opening:

- **Call to Order:** The meeting was called to order at 3:04 PM.
- **Approval of Last Meeting's Minutes:** The 3/7/2012 minutes of last meeting were approved by committee vote after being motioned by Ray and seconded by Charles.

**Webpage:** John presented the committee's webpage, which is now live! The committee thanks him for his work in getting it started. The current web address is the following:

<http://ccc.edu/colleges/washington/departments/Pages/Assessment.aspx>

John will continue to work on getting a shortcut web address and link, and he will continue adding material to the webpage.

**Effective Writing Update:** Jen shared that seven of ten packets of essays have been returned for round two of grading. Phillip plans to work on the analysis as a special assignment during the first half of the summer. Jen and Michael will then write the report as a special assignment during the second half of the summer.

**Social Science Update:** Michael shared that Phillip is almost finished with the analysis, needing another two to three weeks. Lynnel is almost finished with the draft of the report.

**Survey Monkey:** Michael announced that Will Edwards is going to give us training on the basics of Survey Monkey at our meeting on April 11<sup>th</sup>.

**General Education Goals:** Chao shared that Faculty council has also been discussing the possibility of editing the Diversity goal and adding Civic Engagement as a goal. Michael will continue to discuss with Rosie Banks and other members of faculty council. As this discussion continues, we should find ways to involve other faculty.

**Decision on Fall 2012 Assessment:** Michael shared that his current preference is to assess Diversity using the newly edited General Education Goal. Chao motioned, Erica seconded, and the committee approved.

**Assessment Times Newsletter:** Jen asked the committee to start thinking about ideas for articles. She would like to complete and distribute the newsletter by the week before finals.

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

- **Effective Writing:**
  - Subcommittee Chair: Jen
  - Purpose: Data Analysis and Report Writing for Effective Writing 2011 Assessment
  - Attendance: Erica, Jackie, Jen, Loretta, Willard
  - Discussion: Subcommittee members discussed considerations and caveats from the assessment to then include in a section of the final report titled "Suggestions for the Future" that Jen will begin working on.
- **Social Sciences:**
  - Subcommittee Chair: Michael
  - Purpose: Data Analysis and Report Writing for Social Sciences 2010 Assessment
  - Attendance: Charles, Matthew, Michael
  - Discussion: Matthew shared his feedback on the Student Learning Outcomes in the new prospective Civic Engagement General Education Goals, such as using higher level verbs.
- **The Loop Crew:**
  - Subcommittee Chair: Jeff
  - Purpose: Progress Tracking, Ten-Year Plan, Website
  - Attendance: Allan, Chao, Jeff, John, Margarita, Ray, Samar.
  - Discussion: Subcommittee members discussed the upcoming diversity assessment, especially the possibility of editing the scales that were used for each set of questions in order to make them easier to read. John shared about how to successfully get a link to the committee's webpage on the college's main page.

**Closing:**

- **Adjournment:** The meeting was adjourned at 4:00 PM.
- **Approval of This Meeting's Minutes:** These 3/14/2012 minutes were approved at the 3/21/2012 meeting by committee vote after being motioned by Jen and seconded by John.





# Assessment Committee

Harold Washington College

Chair – *Michael Heathfield, Applied Science*

Vice Chair – *Jen Asimow, Applied Science*

Secretary – *Jeff Swigart, Mathematics*



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Agenda for 3/21/2012  
3:00 PM to 4:00 PM in Room 1046

- 1) Apologies for Absence
- 2) Minutes of March 14th meeting
- 3) Invitation to participate in Community College Institutional Survey (CCIS)
- 4) Report back from District Assessment meeting
- 5) Staggering Support and Praise: Budget for Assessment
- 6) Assessment Times - article and content ideas
- 7) Key tasks to end of semester
- 8) Sub-Committee RE-formation!
- 9) 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 Science*

Vice Chair – *Jen Asimow, Applied Science*

Secretary – *Jeff Swigart, Mathematics*



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Minutes for 3/21/2012 (Approved)

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

## Members Attending:

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

## Apologies:

LaRhue Finney – English  
Lynnel Kiely – Social Sciences  
Charles McSweeney – Advising  
Phillip Vargas – Physical Sciences

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## Opening:

- **Call to Order:** The meeting was called to order at 3:04 PM.
- **Approval of Last Meeting's Minutes:** The 3/14/2012 minutes of last meeting were approved by committee vote after being motioned by Jen and seconded by John.

**CCIS (Community College Institutional Survey):** Michael shared that he received an invitation from CCSSE (Community College Survey of Student Engagement) to participate in their new survey, which would have to be completed by our administration. The committee voted to approve asking our administration to complete it. Michael will send an email requesting this.

**District-Wide Assessment Meeting:** Michael and Jen shared some highlights from the recent district-wide assessment meeting. They especially noted their gratitude of how supportive our administration at HWC is toward our committee's work. Also, Dr. Cecilia Lopez agreed to help in getting links for the Assessment Committee webpages for each college.

**General Education Goals:** Michael updated the general education goal for diversity and wants to add a goal for civic engagement. He passed out copies of his proposed text, and he asked the committee for feedback.

**Webpage:** The committee thanks John for his hard work on the new webpage, which now has newly added documents. It can be found here: <http://ccc.edu/colleges/washington/departments/Pages/Assessment.aspx>

**Budget:** Michael passed out a copy of his proposed committee budget and shared that he has been communicating with our dean, Armen, about this. In their communication together, Armen shared with Michael that President Laackman is very supportive of our committee's work.

**Assessment Times Newsletter:** Jen requested the following pieces for the upcoming Assessment Times newsletter: a "wordle" from Michael on Quantitative Reasoning, an article from John on the development of the webpage, a cartoon from anyone who can come up with one, an article from Willard on grading essays for Effective Writing, a message from the chair from Michael, an article by Jen herself on the upcoming Diversity assessment, and an article from Lynnel and Phillip on the initial results from the Social Sciences assessment.

**Key Tasks at End of Semester:** Michael shared that he would like to complete the following tasks by the end of the semester: finalize grading for Effective Writing, finalize the report for Social Sciences, elect officers for the next academic year, prepare the Diversity assessment for the Fall 2012 semester, draft a ten year calendar from this year into the future, and review core documents such as protocols, job descriptions, and the charge.

**Diversity Subcommittee:** The Loop Crew will now change to the Diversity Subcommittee in order to plan the upcoming Diversity Assessment for Fall 2012. Michael will continue to work on the Loop Crew's former duties, such as progress tracking and forming a ten year calendar.

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

- ***Diversity:***

- Subcommittee Chair: Jeff
- Purpose: Plan the Diversity 2012 Assessment
- Attendance: Allan, Chao, Jeff, Margarita, Ray, Samar.
- Discussion: The group discussed whether or not the outcomes from the 2005 Diversity assessment should be edited. Group members will read the outcomes and think about this to continue to discuss next week.

- ***Effective Writing:***

- Subcommittee Chair: Jen
- Purpose: Data Analysis and Report Writing for Effective Writing 2011 Assessment
- Attendance: Erica, Jackie, Jen, Loretta, Willard
- Discussion: The group discussed potential improvements when doing the Effective Writing assessment in the future, such as stricter specification of what types of essays are acceptable for the assessment.

- ***Social Sciences:***

- Subcommittee Chair: Michael
- Purpose: Data Analysis and Report Writing for Social Sciences 2010 Assessment
- Attendance: Matthew, Michael
- Discussion: The group discussed the final aspects of the Social Sciences report.

**Closing:**

- ***Adjournment:*** The meeting was adjourned at 4:00 PM.
- ***Approval of This Meeting's Minutes:*** These 3/21/2012 minutes were approved at the 3/28/2012 meeting by committee vote after being motioned by Loretta and seconded by Ray.



# Assessment Committee

Harold Washington College

Chair – *Michael Heathfield, Applied Science*

Vice Chair – *Jen Asimow, Applied Science*

Secretary – *Jeff Swigart, Mathematics*



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Agenda for 3/28/2012  
3:00 PM to 4:00 PM in Room 1046

- 1) Apologies for Absence
- 2) Minutes of the March 21st meeting
- 3) President Laackman's Input
- 4) Discussion & Dialogue on Ideas
- 5) Effective Writing Assessment Update
- 6) Quick Budget Update
- 7) Subcommittee Time

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



# Assessment Committee

Harold Washington College

**Chair – Michael Heathfield, Applied Science**

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

**Secretary – Jeff Swigart, Mathematics**



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Minutes for 3/28/2012 (Approved)

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

## **Members Attending:**

Jen Asimow – Applied Science  
Samar Ayesh – Physical Sciences  
Margarita Chavez – World Languages  
Michael Heathfield – Applied Sciences  
John Kieraldo – Library  
Erica McCormack – Humanities  
Charles McSweeney – Advising  
Willard Moody – English  
Dave Richardson – Humanities  
Jeff Swigart – Mathematics  
Ray Tse – Physical Sciences  
Loretta Visomirskis – English  
Matthew Williams – ELL WL

## **Guests:**

Will Edwards – Institutional Research  
Don Laackman – President of HWC  
John Metoyer – VP of Academic Affairs

## **Apologies:**

Jackie Cunningham – ELL WL  
Lynnel Kiely – Social Sciences  
Chao Lu – Mathematics  
Phillip Vargas – Physical Sciences  
Allan Wilson – Physical Sciences

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**Opening:** The meeting was called to order at 3:04 PM. The 3/21/2012 minutes of last meeting were approved by committee vote after being motioned by Loretta and seconded by Ray.

**President Don Laackman:** Don shared that he is proud of HWC's strong culture of assessment, and he asked what resources our committee would like to request. He needs a budget request by April 3<sup>rd</sup>. He also shared that he would like our committee to assess technology initiatives at HWC on whether or not they are effective. A discussion ensued about our committee's charge of assessing general education goals and whether or not this should be expanded. He also encouraged us to allow Will Edwards to help us with anything that we need.

**Vice President John Metoyer:** John shared that Lumina would like to fund a group of colleges in an initiative involving the Lumina Degree Qualification Profile. Dr. Cecilia Lopez has been discussing with Lumina about the possibility of the City Colleges being a part of this, specifically HWC. There will be a meeting on Saturday, April 21<sup>st</sup> to discuss this. Jen shared that one idea for our involvement with such an initiative could be to implement a Civic Engagement assessment and report the results to Lumina.

**Further Discussion:** Michael asked for ideas of budget requests. Many committee members expressed a need for our committee to better support departmental assessment without taking on an evaluative role. One idea was to ask for increased amounts of reassigned time for departmental assessment coordinators.

**Closing:** The meeting was adjourned at 4:00 PM. These 3/28/2012 minutes were approved at the 4/4/2012 meeting by committee vote after being motioned by Loretta and seconded by Ray.



# Assessment Committee

Harold Washington College

Chair – *Michael Heathfield, Applied Science*

Vice Chair – *Jen Asimow, Applied Science*

Secretary – *Jeff Swigart, Mathematics*



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

- 1) Apologies for Absence
- 2) Minutes of March 28th meeting
- 3) HLC Conference feedback
- 4) New Assessment Budget line items
- 5) Update on Effective Writing Assessment
- 6) Update on Social Science Assessment
- 7) Update on Assessment Website
- 8) Assessment Times
- 9) A.O.B.
- 10) Sub-Committee time

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# Assessment Committee

Harold Washington College

Chair – *Michael Heathfield, Applied Science*

Vice Chair – *Jen Asimow, Applied Science*

Secretary – *Jeff Swigart, Mathematics*



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Minutes for 4/11/2012 (Approved)

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

## Members Attending:

Jen Asimow – Applied Science  
Margarita Chavez – World Languages  
Michael Heathfield – Applied Sciences  
Chao Lu – Mathematics  
Erica McCormack – Humanities  
Charles McSweeney – Advising  
Willard Moody – English  
Jeff Swigart – Mathematics  
Ray Tse – Physical Sciences  
Loretta Visomirskis – English  
Matthew Williams – ELL WL

## Apologies:

Samar Ayesh – Physical Sciences  
Lynnel Kiely – Social Sciences  
John Kieraldo – Library  
Phillip Vargas – Physical Sciences

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**Opening:** The meeting was called to order at 3:05 PM. The 3/28/2012 minutes of last meeting were approved by committee vote after being motioned by Loretta and seconded by Ray.

**HLC Conference:** Michael attended the Higher Learning Commission conference here in Chicago over the weekend of March 30<sup>th</sup>. He shared that one theme he noticed was that institutions should be able to show what they have changed in response to results from assessments. Since our committee does not have the authority to enact such change, we must learn to better disseminate results to those who can.

**Budget:** Michael wrote a budget proposal to President Laackman in response to his request at last meeting. It includes \$15,000 of requests with a special focus on reassigned time for coordinators of departmental assessment.

**Effective Writing:** Jen shared that during the first two rounds of grading essays there was one packet that was only graded once. She and Jeff will each grade half of that packet. Then Phillip will analyze for essays that need a third round of grading. Jen hopes to complete this third round by the end of the semester to allow for data analysis and report writing during the summer. Presently, the subcommittee continues to plan various aspects of the report-writing.

**Social Sciences:** Michael shared that Phillip and Lynnel continue to work on data analysis and report writing.

**Assessment Times:** Jen gave a final call for articles for our next newsletter. She would like to get the draft to John by the end of this week so that he can make it into a nice Publisher file over the weekend.

**Webpage:** Jeff shared that John was able to get a shortcut URL approved for our webpage. The short address is now the following: [www.ccc.edu/hwcassessment](http://www.ccc.edu/hwcassessment). Jeff also shared about his phone discussion with Michael Mutz at district about the possibility of getting a direct link to our committee's webpage on the HWC main page. Michael Mutz expressed concern because creating such a link would also create similar links for the other six colleges' home pages, and not all of the colleges have webpages for their Assessment Committees yet. He said that the other colleges will likely need to finish their webpages before such a link can be created.

**Diversity:** Michael shared the proposed updates of the general education goal and definition for diversity. Jen asked if we should add spoken language to the aspects of diversity listed in the definition. Willard expressed agreement that this is an important aspect of diversity. Michael will research this possibility and bring it up again for discussion next week.

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

- ***Diversity:***

- Subcommittee Chair: Jeff
- Purpose: Plan the Diversity 2012 Assessment
- Attendance: Chao, Charles, Jeff, Margarita, Matthew, Michael, Ray.
- Discussion: The group discussed how to successfully implement the Diversity Assessment in November of 2012. Will Edwards has offered to convert the assessment from Microsoft Word to Survey Monkey when we are ready. The assessment will then be given online using Survey Monkey. The demographics portion will be put at the end of the assessment to avoid fatigue and/or self-prejudice. Potential issues that need to be further discussed include the following:
  - Is a summer pilot necessary?
  - How will students be identified in the survey?
  - Even though the plan has been to keep the assessment unchanged so that we can directly compare our results to 2005, is the assessment too long and therefore needs to be shortened?
  - What will our sources be for getting enough students? Do we have any new ideas?

- ***Effective Writing:***

- Subcommittee Chair: Jen
- Purpose: Data Analysis and Report Writing for Effective Writing 2011 Assessment
- Attendance: Erica, Jen, Loretta, Willard
- Discussion: The group discussed ways to improve future Effective Writing assessments.

**Closing:** The meeting was adjourned at 4:00 PM. These 4/11/2012 minutes were approved at the 4/18/2012 meeting by committee vote after being motioned by Loretta and seconded by Chao.





# Assessment Committee

Harold Washington College

Chair – *Michael Heathfield, Applied Science*

Vice Chair – *Jen Asimow, Applied Science*

Secretary – *Jeff Swigart, Mathematics*



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Agenda for 4/18/2012  
3:00 PM to 4:00 PM in Room 1046

- 1) Apologies for Absence
- 2) Minutes of the April 11th meeting
- 3) Driving District Web Page success
- 4) Update on Social Science Assessment
- 5) Update on Effective Writing Assessment
- 6) Election of Officers
- 7) A.O.B.
- 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

Harold Washington College

Chair – *Michael Heathfield, Applied Science*

Vice Chair – *Jen Asimow, Applied Science*

Secretary – *Jeff Swigart, Mathematics*



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Minutes for 4/18/2012 (Approved)

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

## **Members Attending:**

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

## **Apologies:**

Lynnel Kiely – Social Sciences  
Phillip Vargas – Physical Sciences

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**Opening:** The meeting was called to order at 3:05 PM. The 4/11/2012 minutes of last meeting were approved by committee vote after being motioned by Loretta and seconded by Chao.

**Webpage:** Michael shared about recent discussions with district regarding the webpage. Dr. Cecilia Lopez continues to push for all colleges to create webpages for their Assessment Committees, and she would like there to be a link to these on each college webpage.

**Social Science:** Michael shared that Phillip is in the last stages of his data analysis, hopefully to be done by next week. Lynnel continues report-writing and PeopleSoft data gathering. One result that has been discovered is that students answered questions less and less fully on average as they progressed through the assessment, likely due to fatigue. It is therefore important that we make sure our assessments are of appropriate length and that we put the demographics section at the end.

**Effective Writing:** Jen shared that Will Edwards has finished organizing the demographics data into a spreadsheet. Also, the data of the essay grading is almost complete. Phillip will work over the weekend to figure out which essays need a third read.

**District Assessment Meeting on This Friday:** Michael shared that discussion items for this meeting will include changes in criteria for the Higher Learning Commission and the importance of administrative support for assessment committees at each college.

**Election of Officers:** By acclamation, Michael, Jen, and Jeff will continue to serve as chair, vice chair, and secretary, respectively. Michael encouraged other committee members to consider serving in the future.

**Diversity General Education Goal and Definition:** Michael presented the final edit of the updated general education goal and updated definition for diversity. Jen motioned to approve, and Willard seconded. The committee approved unanimously. Here is the approved text:

*General Education Goal:* To understand and respect human diversity in regard to the full range of cognitive, behavioral, and affective practices and interactions through which human beings share life in common spaces.

*Definition:* Diversity is defined by such things as: age, citizenship, education, ethnicity, gender, health, language, marital status, national origin, political beliefs, physical attributes and disabilities, race, religion, sexual orientation, socio-economic status, veteran status, and other differences in cultural expression and tradition.

**Assessment Times:** Jen passed out copies of the current draft of the Assessment Times newsletter, and the committee discussed final edits. John will prepare the final draft and send out the newsletter as soon as possible. Jen motioned to approve the final draft, and the committee approved unanimously.

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

- **Diversity:**
  - Subcommittee Chair: Jeff
  - Purpose: Plan the Diversity 2012 Assessment
  - Attendance: Allan, Chao, Jeff, John, Margarita, Matthew, Michael, Ray, Samar.
  - Discussion: The group discussed whether or not a summer pilot is necessary and decided that it would be a good idea. Jeff will therefore prepare the assessment in Word format as soon as possible so that Will Edwards can then convert it to Survey Monkey format.
- **Effective Writing:**
  - Subcommittee Chair: Jen
  - Purpose: Data Analysis and Report Writing for Effective Writing 2011 Assessment
  - Attendance: Dave, Erica, Jen, Loretta, Willard
  - Discussion: The group discussed results from the newly compiled demographics data.

**Closing:** The meeting was adjourned at 4:00 PM. These 4/18/2012 minutes were approved at the 4/25/2012 meeting by committee vote after being motioned by Ray and seconded by Erica.



# Assessment Committee

Harold Washington College

Chair – *Michael Heathfield, Applied Science*

Vice Chair – *Jen Asimow, Applied Science*

Secretary – *Jeff Swigart, Mathematics*



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Agenda for 4/25/2012  
3:00 PM to 4:00 PM in Room 1046

- 1) Apologies for Absence
- 2) Minutes of April 18th Meeting
- 3) Congratulations to our Distinguished Professor
- 4) Social Science Assessment Update
- 5) Effective Writing Assessment Update
- 6) District Chairs Meeting Feedback
- 7) Lumina Foundation RFP Process
- 8) The Democracy Commitment: Invitation
- 9) A.O.B.
- 10) Subcommittee Time

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



# Assessment Committee

Harold Washington College

**Chair – Michael Heathfield, Applied Science**

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

**Secretary – Jeff Swigart, Mathematics**



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Minutes for 4/25/2012 (Approved)

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

## **Members Attending:**

Jen Asimow – Applied Science  
Samar Ayesh – Physical Sciences  
Margarita Chavez – World Languages  
Michael Heathfield – Applied Sciences  
John Kieraldo – Library  
Erica McCormack – Humanities  
Willard Moody – English  
Jeff Swigart – Mathematics  
Ray Tse – Physical Sciences

## **Apologies:**

Lynnel Kiely – Social Sciences  
Chao Lu – Mathematics  
Charles McSweeney – Advising  
Dave Richardson – Humanities  
Phillip Vargas – Physical Sciences  
Loretta Visomirskis – English  
Allan Wilson – Physical Science

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**Opening:** The meeting was called to order at 3:05 PM. The 4/18/2012 minutes of last meeting were approved by committee vote after being motioned by Ray and seconded by Erica.

**Congratulations to Distinguished Professor:** The committee congratulated Dave Richardson on his award of Distinguished Professor.

**Social Science:** Michael shared that he has received a draft of the final report from Lynnel. Phillip is doing some final work on the statistics that will be added to the draft.

**Effective Writing:** Phillip finished his statistical analysis of the first two rounds of essay grading, resulting in 92 essays needing a third round. Jen will organize these essays into groups to pass out to the ten graders, making sure that the graders receive essays that they have not yet seen. Michael will look back at the grading pilot to see how the graders did back then and include the evidence from the inter-rater reliability training that took place.

**District Chairs Meeting Feedback:** Michael shared that the main topic at the district chairs meeting was the accreditation and the recent changes made by the Higher Learning Commission. Assessment plays an even greater role than in the past, with an emphasis on what changes have been made in response to assessment results. Also, there are two new pathways for accreditation, and HWC is thankful in the most flexible “Open Pathway” due to our strength in our last accreditation.

**Lumina Foundation:** Michael shared that Dr. Cecilia Lopez attended the AACC (American Association of Community Colleges) Request for Proposals conference where she continued to make connections with the Lumina Foundation. It is likely that Lumina will be presenting at our district-wide Faculty Development Week.

**Democracy Commitment:** Jeff shared information about an event to consider that had been forwarded to Michael from Dr. Lopez. The Democracy Commitment is a national organization dedicated to civic engagement

in education, and it will be holding an event titled the "Illinois State-Wide Civic and Democratic Engagement Summit" on Wednesday, May 30<sup>th</sup>, from 9:00AM to 4:00PM at Moraine Valley Community College. More information can be found at <http://www.facebook.com/events/281925508555919>.

**Assessment Times for Students:** Jen edited down our spring faculty newsletter into a student version, and she shared the draft with committee members to look for edits to then give to John for the creation of the final draft.

**End of Semester Celebration:** Michael reminded committee members that next week will be our last meeting of the semester, and so he encouraged everyone to bring food to share.

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

- ***Diversity:***

- Subcommittee Chair: Jeff
- Purpose: Plan the Diversity 2012 Assessment
- Attendance: Jeff, John, Margarita, Michael, Ray, Samar.
- Discussion: The group discussed updates to the committee's webpage.

- ***Effective Writing:***

- Subcommittee Chair: Jen
- Purpose: Data Analysis and Report Writing for Effective Writing 2011 Assessment
- Attendance: Erica, Jen, Willard
- Discussion: The group organized the essays that need a third grading.

**Closing:** The meeting was adjourned at 4:00 PM. These 4/25/2012 minutes were approved at the 5/2/2012 meeting by committee vote after being motioned by Loretta and seconded by Ray.



# Assessment Committee

Harold Washington College

Chair – *Michael Heathfield, Applied Science*

Vice Chair – *Jen Asimow, Applied Science*

Secretary – *Jeff Swigart, Mathematics*



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Agenda for 5/2/2012  
3:00 PM to 4:00 PM in Room 1046

- 1) Apologies for Absence
- 2) Approval of Minutes
- 3) Update on work in progress and summer assignments
- 4) Work Review and Positive Strokes exercise
- 5) Food and celebration

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# Assessment Committee

Harold Washington College

Chair – *Michael Heathfield, Applied Science*

Vice Chair – *Jen Asimow, Applied Science*

Secretary – *Jeff Swigart, Mathematics*



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Minutes for 5/2/2012 (Approved)

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

## Members Attending:

Jen Asimow – Applied Science  
Samar Ayesh – Physical Sciences  
Margarita Chavez – World Languages  
Michael Heathfield – Applied Sciences  
John Kieraldo – Library  
Chao Lu – Mathematics  
Erica McCormack – Humanities  
Dave Richardson – Humanities  
Jeff Swigart – Mathematics  
Ray Tse – Physical Sciences  
Loretta Visomirskis – English  
Matthew Williams – ELL WL

## Apologies:

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

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**Opening:** The meeting was called to order at 3:04 PM. The 4/25/2012 minutes of last meeting were approved by committee vote after being motioned by Loretta and seconded by Ray.

**Special Assignments:** Michael shared that the special assignments for the summer have been submitted and are awaiting district approval. Many of these contracts start in May but will likely be pushed back to the July board. Michael suggested that those with special assignments either wait to start the work or fill out COA's in the meantime. Here is a summary of the special assignments:

- *Jennifer Asimow:* Effective Writing Assessment Report Drafting (25 Hours)
- *Michael Heathfield:* Assessment Report and Application Writing (30 Hours)
- *John Keiraldo:* New Assessment Website Creation (25 Hours)
- *Jeffrey Swigart:* Assessment Website Archive Creation (25 Hours)
- *Phillip Vargas:* Effective Writing Assessment Data Analysis (40 Hours)

**Assessment Times:** Michael shared that after the faculty version of the newsletter went out as a web link, he received compliments from both Dr. Cecilia Lopez at district and President Don Laackman. Jen passed out copies of the newly printed student version to put in various places around campus.

**Quantitative Reasoning:** Michael shared that the Physical Science department recently made some changes to prerequisites, partly in response to our Quantitative Reasoning assessment. Starting in Spring 2013, Physical Science 111, 112 and 118 will have a newly added prerequisite of eligibility for Math 99. All three of these are 4-credit hour lab classes. This change has been through both HWC and District approvals. Michael learned of these changes from Phillip.



**Closing Exercise:** Michael asked committee members to consider strengths of our past year's work, ways that we could improve, and anyone that we would like to specially thank. Here is a summary of the responses.

- *Strengths:* Bench strength (we have many supporters ready to volunteer time at a moment's notice), strong work ethic, variety of experience (seasoned members, new members, etc.), good humor, collegiality, welcoming atmosphere, strong leadership, critical self-reflection, and connected to what's going on throughout HWC and district.
- *Room for Improvement:* More actively seeking institutional changes in response to committee recommendations, better tracking these changes, delegating the work load more evenly across committee members, more efficient subcommittee time, getting other faculty more involved (both full-time and adjunct), implementing incentives for adjuncts to be involved, helping faculty and students become more familiar with the meaning of "assessment".
- *Special Thanks:* Ray thanked the leadership team for their hard work. Erica thanked Jeff for his meticulous minutes. Michael thanked the new members, Erica, Ray, and Samar, for devoting time from their busy tenure processes to be involved. Jen thanked Willard for his careful editing of all committee documents. Samar thanked John for his work on the new website. Jeff thanked the graders of the Effective Writing assignment, many of whom were supporters from outside the committee. Matthew thanked Michael and Jen for attending district assessment meetings and sharing the highlights with us. Dave thanked the Effective Writing subcommittee for their work this semester. Jeff thanked Phillip for his stats work.

**Subcommittee Time:** There was no time for subcommittees this week. Subcommittee work will resume at our first meeting of the Fall 2011 semester.

**Closing:** The meeting was adjourned at 4:00 PM. These 5/2/2012 minutes were approved at the 8/29/2012 meeting by committee vote after being motioned by Ray and seconded by Loretta.