



Assessment Committee Harold Washington College



Chair - Michael Heathfield, Applied Sciences
Vice Chair - Jen Asimow, Applied Sciences
Secretary - Jeff Swigart, Mathematics

Minutes for 1/23/2013 **(Approved)** 3:00 PM to 4:00 PM in Room 1046

Members Attending:

Jen Asimow - Applied Sciences
Samar Ayesh - Physical Sciences
Rosie Banks - Office of Instruction
Margarita Chavez - ELL WL
Michael Heathfield - Applied Sciences
John Kieraldo - Library
Chao Lu - Mathematics
Erica McCormack - Humanities
Willard Moody - English
Carrie Nepstad - Applied Sciences
Jeff Swigart - Mathematics
Ray Tse - Physical Sciences
Matthew Williams - ELL WL

Apologies:

Lynnel Kiely - Social Sciences
Dave Richardson - Humanities
Phillip Vargas - Physical Sciences
Loretta Visomirskis - English
Paul Wandless - Art and Architecture

Agenda:

1. Approval of Minutes of 11/28/12 Meeting
2. CHEA Award
3. District & ICCB 5 Year Accreditation Requirements:
 - a) Policy
 - b) Plans
 - c) SLO's
 - d) Charge & Job Descriptions
 - e) Website
4. Tasks for Spring 2013: New Subcommittees
5. Any Other Business
6. Subcommittee Time

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

Approval of Minutes: The 11/28/2012 minutes of last meeting were approved after being motioned by Ray and seconded by Samar.

CHEA Award: Michael and Jen are traveling to Washington D.C. to accept our committee's 2013 award through the Council for Higher Education Accreditation.

District & ICCB 5 Year Accreditation Requirements: Our committee's website is part of the requirements for district-wide accreditation through the Illinois Community College Board. This is why we have recently been asked to make some edits, and John K is taking care of these. Michael will make sure that our new assessment plan (calendar) and new charge both get on the website, as these documents are also important requirements for this accreditation.

Tasks and Subcommittees for Spring 2013: Tasks include Social Sciences report, Effective Writing report, learning modules, CHEA artifacts, and updated charge. New subcommittees include Departmental Assessment, Dissemination, Diversity, Oral Communication.

Any Other Business:

- *Welcome:* We welcome Margarita and Rosie, who will be joining us this semester.
- *Effective Writing Report:* This report will be released, and Carrie suggested we think about how to be ready to support faculty as they read it. Much discussion ensued.
- *Work Outside of Committee:* Michael met with Phillip on Monday to discuss data analysis.

Subcommittees: Work began at 3:35 PM and lasted until the end of the meeting.

- **Departmental Assessment:**
 - *Purpose:* Planning and implementation of assessments at the departmental level.
 - *Subcommittee Chair:* Carrie
 - *Attendance Today:* Carrie, Erica
 - *Discussion Today:* Members discussed the recently completed assessment plan (calendar). Also, Carrie will meet with the humanities department on February 8th in order to discuss assessment in general as well as the departmental writing plan.

- **Dissemination:**
 - *Purpose:* Dissemination of info on CHEA award, final report for the Effective Writing 2011 Assessment, and final report for the Social Sciences 2010 Assessment.
 - *Subcommittee Chair:* Jen
 - *Attendance Today:* Jen, Matthew, Rosie, Willard
 - *Discussion Today:* Members discussed how to create dissemination materials that are engaging and interesting. Also, Jen will collect information about CHEA in order to design a one-page flyer.

- **Diversity:**
 - *Purpose:* Data analysis and dissemination of results of Diversity 2012 Assessment.
 - *Subcommittee Chair:* Jeff
 - *Attendance Today:* Chao, Jeff, John, Margarita
 - *Discussion Today:* Members discussed the qualitative categories for the feedback question on the diversity assessment as well as research questions for Phillip's overall data analysis.

- **Oral Communication:**
 - *Purpose:* Preparation for the Oral Communication 2013 Assessment.
 - *Subcommittee Chair:* Michael
 - *Attendance Today:* Michael, Ray, Samar
 - *Discussion Today:* Members finalized the student learning outcomes for the upcoming oral communication assessment. Over the next few weeks, members will research and discuss best practices of how oral communication can be assessed.

Adjournment: Michael adjourned the meeting at 4:00 PM. These 1/23/2013 minutes were approved at the 1/30/2013 meeting after being motioned by Chao and seconded by Carrie.



Assessment Committee Harold Washington College



Chair - Michael Heathfield, Applied Sciences
Vice Chair - Jen Asimow, Applied Sciences
Secretary - Jeff Swigart, Mathematics

Minutes for 1/30/2013 **(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
Jeff Swigart - Mathematics
Ray Tse - Physical Sciences
Loretta Visomirskis - English
Paul Wandless - Art and Architecture

Apologies:

Samar Ayesh - Physical Sciences
Lynnel Kiely - Social Sciences
John Kieraldo - Library
Dave Richardson - Humanities
Phillip Vargas - Physical Sciences

Agenda:

1. Apologies for Absence
2. Minutes of January 23rd Meeting
3. CHEA Award Presentation
4. CHEA Award Email Footer
5. Website Update/Questions
6. 17th Annual Illinois Community College Assessment Fair
7. Any Other Business
8. Sub Committee Time

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

Approval of Minutes: The 1/23/2013 minutes of last meeting were approved after being motioned by Chao and seconded by Carrie.

CHEA Award Presentation: Michael and Jen shared about their time in Washington D.C. accepting the award. We watched a video of Michael's acceptance speech. Jen shared that one of the topics of the presentations given at the gathering was regarding MOOC (Massive Open Online Course) classes by Dr. Andrew Ng from Stanford through Coursera.

CHEA Award Email Footer: We have the option of including in our email footer a note about our institution winning the CHEA award.

Website Updates and Questions: We tabled this issue until next week for John K to discuss.

17th Annual Illinois Community College Assessment Fair: Michael will circulate the information on this fair to everyone.

Any Other Business:

- *Reports:* Michael shared that he sent the Social Science final report to the administration. Also, the Effective Writing executive summary will soon be finalized.
- *Departmental Assessment:* Carrie asked for time for the Departmental Assessment Liaisons to share with the committee during the Week 14 meeting. Michael will invite administrators to attend that day as well.
- *Summer Work:* Michael asked us to think of potential summer special assignments.
- *Logo:* We discussed what our committee's logo should be. Perhaps we can have a contest to generate ideas.
- *Work Outside of Committee:* Michael met with Phillip on Monday to discuss data analysis.

Subcommittees: Work began at 3:35 PM and lasted until the end of the meeting.

- **Departmental Assessment:**
 - *Purpose:* Planning and implementation of assessments at the departmental level.
 - *Subcommittee Chair:* Carrie
 - *Attendance Today:* Carrie, Erica, Paul
 - *Discussion Today:* Paul shared his timeline, and Carrie will put all timelines together for the Liaison Project. Members also planned for Week 14 as a date to present their projects to the committee as a whole. Finally, Carrie is scheduled to meet with the Art Department and the Humanities Department to talk about the Liaison Project.

- **Dissemination:**
 - *Purpose:* Dissemination of info on CHEA award, final report for the Effective Writing 2011 Assessment, and final report for the Social Sciences 2010 Assessment.
 - *Subcommittee Chair:* Jen
 - *Attendance Today:* Jen, Loretta, Willard
 - *Discussion Today:* Members drafted a flyer to inform the HWC community about the CHEA award. This letter will be disseminated via email and paper flyers.

- **Diversity:**
 - *Purpose:* Data analysis and dissemination of results of Diversity 2012 Assessment.
 - *Subcommittee Chair:* Jeff
 - *Attendance Today:* Jeff
 - *Discussion Today:* Jeff worked on the qualitative categorization of the feedback from students in the Diversity Assessment.

- **Oral Communication:**
 - *Purpose:* Preparation for the Oral Communication 2013 Assessment.
 - *Subcommittee Chair:* Michael
 - *Attendance Today:* Michael, Ray
 - *Discussion Today:* Members discussed the logistics of recording presentations. They will also talk to Phillip about sampling and Dean Armen Sarrafian about procedures.

Adjournment: Michael adjourned the meeting at 4:00 PM. These 1/30/2013 minutes were approved at the 2/6/2013 meeting after being motioned by Loretta and seconded by Chao.



Assessment Committee Harold Washington College



Chair - Michael Heathfield, Applied Sciences
Vice Chair - Jen Asimow, Applied Sciences
Secretary - Jeff Swigart, Mathematics

Minutes for 2/6/2013 (Approved) 3:00 PM to 4:00 PM in Room 1046

Members Attending:

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

Guests Attending:

Michael Laymon - Music

Apologies:

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

Agenda:

1. Approval of Minutes of January 30th meeting
2. Approval of CCC Assessment Policy
3. Effective Writing Report Provisional Approval
4. Diversity Preliminary Results
5. Any Other Business and Upcoming Events
6. Sub-Committee Time

Call to Order: Michael called the meeting to order at 3:04 PM.

Approval of Minutes: The 1/30/2013 minutes of last meeting were approved after being motioned by Loretta and seconded by Chao.

Approval of CCC Assessment Policy: Michael shared the CCC Assessment Policy given to us from Dr. Cecilia Lopez. We should offer edits if we see any, as this document will be voted for approval at the next District Assessment Meeting. Potential edits included the following:

- Adding language on student learning.
- More clearly defining relationship between assessment and instructors.
- More clearly defining the role of accountability in assessment.
- Moving some content of final bullet into a separate paragraph.

Michael will bring these topics up at the District Assessment Meeting.

Effective Writing Report Provisional Approval: The final report for Effective Writing has been sent out to the committee to read and edit. During committee time, we specifically discussed edits for the executive summary, and Jeff typed the edits on the main file. Michael thanked Jen and the Effective Writing Subcommittee for all of their work in preparing this.

Diversity Preliminary Results:

Michael shared some results from the Diversity Assessment data that Phillip had told him. For example, a comparison of the 2005 data with the 2012 data shows that students who come to HWC were significantly more tolerant to issues of race and gender in 2012 than in 2005. Another interesting result is that tolerance for those who are low-income went down from 2005 to 2012. This tolerance has also shifted positively in society as a whole according to these students, but HWC makes significant positive shifts above and beyond this.

Any Other Business and Upcoming Events:

- *Work Outside of Committee:* Michael met with Phillip on Monday to discuss data analysis.
- *March 8th Meeting with Tenure-Track Faculty:* Michael will be presenting at Dean Armen Sarrafian's meeting for tenure-track faculty to discuss the definition and purpose of assessment.
- *April 5th-9th Higher Learning Commission Conference in Chicago:* Carrie, Erica, LaRhue, and Ray are considering attending.
- *April 8th Assessment Week:* This semester's Assessment Week will include no data collection and will thus be informational in sharing our most recent results.
- *April 24th Departmental Assessment Presentations:* Faculty involved in the departmental assessment pilot will be formally presenting to the committee and to administrators their progress on data, tools, and timeframes.

Subcommittees: Work began at 3:35 PM and lasted until the end of the meeting.

- **Departmental Assessment:**

- *Purpose:* Planning and implementation of assessments at the departmental level.
- *Subcommittee Chair:* Carrie
- *Attendance Today:* Carrie, Erica
- *Discussion Today:* Erica discussed her upcoming visit to the humanities departmental meeting on Friday, February 8th. Michael Laymon of the Music Department discussed the tool he developed for the Music 101 theory classes. Carrie shared a draft of her writing rubric for Applied Sciences. Additionally, Carrie met with Erica and Paul each individually before the meeting to discuss their progress on their respective departmental assessments, including their timelines and ideas for the future.

- **Dissemination:**

- *Purpose:* Dissemination of info on CHEA award, final report for the Effective Writing 2011 Assessment, and final report for the Social Sciences 2010 Assessment.
- *Subcommittee Chair:* Jen
- *Attendance Today:* Jen, Loretta, Willard
- *Discussion Today:* Members discussed that they will distribute two CHEA flyers to the HWC community: one written by the subcommittee and one from CHEA. Members also will read the Social Sciences final report and decide on what information to distribute to the HWC community.

- **Diversity:**

- *Purpose:* Data analysis and dissemination of results of Diversity 2012 Assessment.
- *Subcommittee Chair:* Jeff
- *Attendance Today:* Jeff, John, Margarita
- *Discussion Today:* Members discussed the continued work on the qualitative analysis of the student feedback question on the Diversity Assessment. Members also discussed the latest changes to the webpage that John has been working on.

- **Oral Communication:**

- *Purpose:* Preparation for the Oral Communication 2013 Assessment.
- *Subcommittee Chair:* Michael
- *Attendance Today:* Michael, Ray, Samar
- *Discussion Today:* Members discussed the possibility of a quick survey to ascertain actual presentations that faculty already expect of students in fall semester courses. Ray and Samar will work on drafting this. Michael will follow up on email contacts about oral communication.

Adjournment: Michael adjourned the meeting at 4:00 PM. These 2/6/2013 minutes were approved at the 2/13/2013 meeting after being motioned by Loretta and seconded by Ray.



Assessment Committee Harold Washington College



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Secretary - Jeff Swigart, Mathematics

Minutes for 2/13/2013 (Approved) 3:00 PM to 4:00 PM in Room 1046

Members Attending:

Jen Asimow - Applied Sciences
Samar Ayesh - Physical Sciences
Rosie Banks - Office of Instruction
Margarita Chavez - ELL WL
Michael Heathfield - Applied Sciences
Erica McCormack - Humanities
Carrie Nepstad - Applied Sciences
Jeff Swigart - Mathematics
Ray Tse - Physical Sciences
Loretta Visomirskis - English
Paul Wandless - Art and Architecture

Apologies:

Lynnel Kiely - Social Sciences
John Kieraldo - Library
Chao Lu - Mathematics
Dave Richardson - Humanities
Phillip Vargas - Physical Sciences

Agenda:

1. Apologies for Absence
2. Minutes of February 6th meeting
3. Final Approval of Effective Writing Report
4. Updates:
 - a) HLC Conference
 - b) MOOM's
 - c) Discipline/Unit Assessment
 - d) District Chairs Meeting
5. Any Other Business and Upcoming Events
6. Subcommittee Time

Call to Order: Michael called the meeting to order at 3:04 PM.

Approval of Minutes: The 2/6/2013 minutes of last meeting were approved after being motioned by Loretta and seconded by Ray.

Final Approval of Effective Writing Report: After some fine-tuning, the committee voted to approve the report after being motioned by Loretta and seconded by Erica.

Updates:

- *HLC Conference:* Carrie, Erica, and Ray are currently working on the paperwork for funding.
- *MOOM's (Mini Open Online Modules):* Jen shared that she and a group of other faculty members are working on digital learning modules based on recommendations from previous assessments. She is currently looking for graphic designers to hire to do the more complicated design work. When completed, these modules will be available online to all our students.
- *Discipline/Unit Assessment:* Carrie shared that the focus of discipline assessment will be on units of study. Erica also shared about discussing this very topic at the recent humanities department meeting. Michael shared that we should continue to remind departments that assessment is not about evaluating specific classes but rather assessing units of study across many classes. Rosie asked about the connection between general education assessments and departmental assessments, and Carrie shared that she would like to see departmental assessment be driven by what departments want to look at.
- *District Chairs Meeting:* Michael shared the agenda for the upcoming meeting, which includes editing the CCC Assessment Policy, editing the CCC Assessment Charge, planning the district-wide analysis of the diversity assessments, and discussing each college's committee website. Related to this latter item, John will be going to a training to help him in continuing to work in managing our website.

Any Other Business and Upcoming Events:

- *Summer Projects:* Anyone with a summer project idea should propose it to Michael.
- *Work Outside of Committee:* Michael met with Phillip on Monday to discuss data analysis.
- *March 8th Meeting with Tenure-Track Faculty:* Michael will be presenting at Dean Armen Sarrafian's meeting for tenure-track faculty to discuss the definition and purpose of assessment.
- *April 5th-9th Higher Learning Commission Conference in Chicago:* Carrie, Erica, and Ray are considering attending.
- *April 8th Assessment Week:* This semester's Assessment Week will include no data collection and will thus be informational in sharing our most recent results.
- *April 24th Departmental Assessment Presentations:* Faculty involved in the departmental assessment pilot will be formally presenting to the committee and to administrators their progress on data, tools, and timeframes.

Subcommittees: Work began at 3:35 PM and lasted until the end of the meeting.

- **Departmental Assessment:**

- *Purpose:* Planning and implementation of assessments at the departmental level.
- *Subcommittee Chair:* Carrie
- *Attendance Today:* Carrie, Erica, Paul
- *Discussion Today:* Erica shared that she recently met with Michael Laymon of the Music Department about his assessment rubric, and they have decided to start meeting weekly. Carrie shared that she recently met with the Humanities Department to discuss their departmental assessment plan. Paul shared his assessment rubric for review.

- **Dissemination:**

- *Purpose:* Dissemination of info on CHEA award, final report for the Effective Writing 2011 Assessment, and final report for the Social Sciences 2010 Assessment.
- *Subcommittee Chair:* Jen
- *Attendance Today:* Jen, Loretta, Matthew, Rosie
- *Discussion Today:* Members discussed ways to disseminate the Social Sciences report both to faculty and students. Members also discussed ideas for our upcoming Assessment Week including quizzes and treasure hunts.

- **Diversity:**

- *Purpose:* Data analysis and dissemination of results of Diversity 2012 Assessment.
- *Subcommittee Chair:* Jeff
- *Attendance Today:* Jeff, Margarita
- *Discussion Today:* Members worked on qualitatively classifying the responses from the student feedback question in the Diversity Assessment.

- **Oral Communication:**

- *Purpose:* Preparation for the Oral Communication 2013 Assessment.
- *Subcommittee Chair:* Michael
- *Attendance Today:* Michael, Ray, Samar
- *Discussion Today:* Members discussed how to get faculty, especially chairs, prepared for the upcoming Oral Communication Assessment. Ray will finalize the faculty questionnaire to be used for ideas and feedback. Michael will talk to Jeff about putting this survey into digital format.

Adjournment: Michael adjourned the meeting at 4:00 PM. These 2/13/2013 minutes were approved at the 2/20/2013 meeting 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

Minutes for 2/20/2013 (Approved) 3:00 PM to 4:00 PM in Room 1046

Members Attending:

Jen Asimow - Applied Sciences
Samar Ayesh - Physical Sciences
Rosie Banks - Office of Instruction
Margarita Chavez - ELL WL
Michael Heathfield - Applied Sciences
John Kieraldo - Library
Chao Lu - Mathematics
Erica McCormack - Humanities
Willard Moody - English
Carrie Nepstad - Applied Sciences
Jeff Swigart - Mathematics
Ray Tse - Physical Sciences
Loretta Visomirskis - English
Paul Wandless - Art and Architecture

Apologies:

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

Agenda:

1. Apologies for Absence
2. Minutes of February 13th Meeting
3. Oral Communication Survey Text
4. District Wide Assessment Meeting Feedback
5. HLC Attendees
6. Any Other Business and Upcoming Events
7. Sub-Committee Time

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

Approval of Minutes: The 2/13/2013 minutes of last meeting were approved after being motioned by Loretta and seconded by Ray.

Oral Communication Survey Text: Michael shared the draft of an Oral Communication survey for faculty input on the upcoming Fall 2013 assessment. Committee members shared potential edits, such as whether or not we should assess oral communication in languages other than English. Michael shared that although learning a second language is a degree requirement for many degrees, it is not considered part of general education but rather a separate graduation requirement.

District Wide Assessment Meeting Feedback: Michael and Jen shared an overview of the recent meeting which included editing the CCC Assessment Policy.

HLC Attendees: Carrie, Erica, and Ray continue to plan on attending the HLC Conference and are working on their funding paperwork.

Any Other Business and Upcoming Events:

- *Social Sciences Dissemination:* Jen shared her subcommittee's idea of a scavenger hunt. Faculty and students would search throughout the building for the answers to given questions. We would award prizes for top contenders. Rosie also shared her idea of posing questions such as, "What are great ways to conceptualize anthropology?" We would then ask students to respond, and we would give awards to top responses.
- *New Logo Contest:* Michael recently asked President Laackman about the possibility of a contest for students to design a new logo for our committee with a prize to the student who designs the logo we choose. Michael must write a proposal including a budget request.
- *Assessment Week:* Committee members discussed various dissemination ideas to implement during Assessment Week.

- *Website Update:* John shared an overview of his recent updates to our committee website. He also shared about his recent attendance at a training on website maintenance.
- *Summer Projects:* Anyone with a summer project idea should propose it to Michael.
- *Work Outside of Committee:* Michael met with Phillip on Monday to discuss data analysis.
- *March 8th Meeting with Tenure-Track Faculty:* Michael will be presenting at Dean Armen Sarrafian's meeting for tenure-track faculty to discuss the definition and purpose of assessment.
- *April 5th-9th Higher Learning Commission Conference in Chicago:* Carrie, Erica, and Ray are attending.
- *April 8th Assessment Week:* This semester's Assessment Week will include no data collection and will thus be informational in sharing our most recent results.
- *April 24th Departmental Assessment Presentations:* Faculty involved in the departmental assessment pilot will be formally presenting to the committee and to administrators their progress on data, tools, and timeframes.

Subcommittees: Work began at 3:35 PM and lasted until the end of the meeting.

- **Departmental Assessment:**
 - *Purpose:* Planning and implementation of assessments at the departmental level.
 - *Subcommittee Chair:* Carrie
 - *Attendance Today:* Carrie, Erica, Paul
 - *Discussion Today:* Erica met with Michael Laymon of the Music Department to discuss revision of his rubric. They will now meet every Monday. Paul is beginning to put together the template for his final report. He is also refining the instructions for administration of the 131 and 144 assessments. Carrie is putting together resources on writing based on what faculty and students reported on what they read. She is also revising a rubric based on her survey results.
- **Dissemination:**
 - *Purpose:* Dissemination of info on CHEA award, final report for the Effective Writing 2011 Assessment, and final report for the Social Sciences 2010 Assessment.
 - *Subcommittee Chair:* Jen
 - *Attendance Today:* Jen, Loretta, Rosie, Willard
 - *Discussion Today:* Members discussed how to stimulate interest in the upcoming Spring 2013 Assessment Week. Event ideas included roundtable discussions and games with prizes. Advertisement ideas included articles in the Herald newspaper and posters throughout the building.
- **Diversity:**
 - *Purpose:* Data analysis and dissemination of results of Diversity 2012 Assessment.
 - *Subcommittee Chair:* Jeff
 - *Attendance Today:* Chao, Jeff, John, Margarita
 - *Discussion Today:* Members discussed the first mini report on the diversity data. Jeff will share it with the committee as a whole for approval when there is time in the agenda.
- **Oral Communication:**
 - *Purpose:* Preparation for the Oral Communication 2013 Assessment.
 - *Subcommittee Chair:* Michael
 - *Attendance Today:* Michael, Ray, Samar
 - *Discussion Today:* Members discussed final edits to the faculty survey, and Michael will now send it to Jeff to be converted to a GoogleDocs form. Members also planned a timeline for the rest of the semester.

Adjournment: Michael adjourned the meeting at 4:00 PM. These 2/20/2013 minutes were approved at the 2/27/2013 meeting after being motioned by Loretta and seconded by Ray.



Assessment Committee Harold Washington College



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Secretary - Jeff Swigart, Mathematics

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Members Attending:

Jen Asimow - Applied Sciences
Samar Ayesh - Physical Sciences
Rosie Banks - Office of Instruction
Margarita Chavez - ELL WL
Michael Heathfield - Applied Sciences
John Kieraldo - Library
Chao Lu - Mathematics
Erica McCormack - Humanities
Willard Moody - English
Carrie Nepstad - Applied Sciences
Jeff Swigart - Mathematics
Ray Tse - Physical Sciences
Loretta Visomirskis - English
Paul Wandless - Art and Architecture

Apologies:

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

Agenda:

1. Apologies for Absence
2. Minutes of February 20th Meeting
3. Review of Oral Communication Faculty Survey
4. AFIRM Idea (Electronic Action Tracker)
5. Feedback from Subcommittees
6. Any Other Business and Upcoming Events
7. Subcommittee Time

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

Approval of Minutes: The 2/20/2013 minutes of last meeting were approved after a motion by Loretta and a second by Ray.

Review of Oral Communication Faculty Survey: Jeff displayed on the screen the recently completed GoogleDocs survey for faculty input for the Oral Communications assessment. Committee members suggested minor edits and then agreed it was ready to send out to all faculty members.

Electronic Action Tracker: Michael shared his idea for some piece of software that would track actions taken by the college in response to recommendations of our committee. His clever acronym for this idea was AFIRM (Assessment Findings Impact Results Map). He will begin discussing the possibility of purchasing such a software with President Don Laackman and Dr. Cecilia Lopez at district.

Feedback from Subcommittees:

- *Dissemination:* Jen shared her subcommittee's latest ideas for Assessment Week, including a human diversity panel discussion, a CAST meeting with speakers on Assessment, and a scavenger hunt.
- *Departmental Assessment:* Carrie shared an overview of her subcommittee's work done so far this semester, including her own writing assessment for the Applied Science department, Erica's work with Michael Laymon on a music theory assessment, and Paul's art assessment.

Any Other Business and Upcoming Events:

- *Website Access:* John now has full access to our website, including the ability to approve changes so that they immediately go live. This will make his work far more convenient.
- *CHEA:* Since the official announcement of the winners was recently released, Michael received an email request from another college for examples of our work.

- *March 8th Meeting with Tenure-Track Faculty:* Michael will be presenting at Dean Armen Sarrafian's meeting for tenure-track faculty to discuss the definition and purpose of assessment.
- *Work Outside of Committee:* Michael met with Phillip on Monday to discuss data analysis.
- *April 5th-9th Higher Learning Commission Conference in Chicago:* Carrie, Erica, and Ray are considering attending.
- *April 8th Assessment Week:* This semester's Assessment Week will include no data collection and will thus be informational in sharing our most recent results.
- *April 24th Departmental Assessment Presentations:* Faculty involved in the departmental assessment pilot will be formally presenting to the committee and to administrators their progress on data, tools, and timeframes.

Subcommittees: Work began at 3:40 PM and lasted until the end of the meeting.

- **Departmental Assessment:**
 - *Purpose:* Planning and implementation of assessments at the departmental level.
 - *Subcommittee Chair:* Carrie
 - *Attendance Today:* Carrie, Erica, Paul
 - *Discussion Today:* Paul shared his work on reviewing the rubric in the context of historic SLOs in the department in addition to the two art courses. Erica shared her work on a revised rubric that is now color-coded and discussed one more revision before Mick collects the data. Carrie shared a revised rubric as well as a document that was distributed to Applied Science faculty that illustrates the connection between Gen Ed SLOs and the newly proposed Applied Science SLOs on writing. Finally, the group discussed the format for their final report to the AC and presentation on Week 14.
- **Dissemination:**
 - *Purpose:* Dissemination of info on CHEA award, final report for the Effective Writing 2011 Assessment, and final report for the Social Sciences 2010 Assessment.
 - *Subcommittee Chair:* Jen
 - *Attendance Today:* Jen, Loretta, Rosie
 - *Discussion Today:* Members drafted an email that will later be sent out to all members of the committee to see who can help with the upcoming Assessment Week.
- **Diversity:**
 - *Purpose:* Data analysis and dissemination of results of Diversity 2012 Assessment.
 - *Subcommittee Chair:* Jeff
 - *Attendance Today:* Chao, Jeff, John, Margarita
 - *Discussion Today:* Members discussed how they can be involved with the upcoming Assessment Week, specifically the diversity roundtable discussion.
- **Oral Communication:**
 - *Purpose:* Preparation for the Oral Communication 2013 Assessment.
 - *Subcommittee Chair:* Michael
 - *Attendance Today:* Michael, Ray, Samar
 - *Discussion Today:* Michael will review the suggested edits to the faculty survey so that it can be sent out next week. Ray and Samar will look for a rubric that assesses their chosen oral communication outcomes. Michael suggested to them that they look for a rubric that will be manageable for the sample size they need to attain. Michael will contact Margie for further feedback on this since she helped formulate the outcomes.

Adjournment: Michael adjourned the meeting at 4:00 PM. These 2/27/2013 minutes were approved at the 3/6/2013 meeting after a motion by Paul and a second by Margarita.



Assessment Committee Harold Washington College



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Vice Chair - Jen Asimow, Applied Sciences
Secretary - Jeff Swigart, Mathematics

Minutes for 3/6/2013 **(Approved)** 3:00 PM to 4:00 PM in Room 1046

Members Attending:

Jen Asimow - Applied Sciences
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Rosie Banks - Office of Instruction
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Paul Wandless - Art and Architecture

Apologies:

Lynnel Kiely - Social Sciences
Chao Lu - Mathematics
Dave Richardson - Humanities
Phillip Vargas - Physical Sciences

Agenda:

1. Apologies for Absence
2. Minutes of the February 27th Meeting
3. AFFIRM Idea Quick Update
4. New Charge and Committee Structure
5. Second Look at Human Diversity Findings
6. Any Other Business and Upcoming Events
7. Sub Committee Time

Call to Order: Michael called the meeting to order at 3:02 PM.

Approval of Minutes: The 2/27/2013 minutes of last meeting were approved after a motion by Paul and a second by Margarita.

AFFIRM Idea Quick Update: Michael shared a bit more about his idea of a method for keeping track of the changes made at HWC in response to the recommendations in our report. He modified the acronym to AFFIRM ((Assessment Faculty Findings Impact Results Map). Jeff shared the idea of using a GoogleDocs spreadsheet and giving collaboration access to all who may know of examples of such changes made. Jen shared her concerns about GoogleDocs being inconsistent with formatting and not being comprehensive enough for what we need to accomplish. Michael will continue to consider options.

New Charge and Committee Structure: Michael shared the updated committee charge for the committee to discuss. We especially discussed whether or not C2C and developmental education should be included in our charge. Jen expressed concern that we may be charging ourselves with too much. Michael shared that his view of the charge is that it is flexible in allowing us to determine appropriate workload.

Any Other Business and Upcoming Events:

- *Congratulations for Contract Renewal:* Michael congratulated Erica, Phillip, Ray, and Samar on their contracts being renewed.
- *CHEA Ripples:* In response to the CHEA announcement of our award, a dean from Mercy College of Health Sciences asked Michael for samples of our committee's work to help in the revising of her college's general education outcomes.
- *Work Outside of Committee:* Michael met with Phillip on Monday to discuss data analysis.

- *March 8th Meeting with Tenure-Track Faculty:* Michael will be presenting at Dean Armen Sarrafian's meeting for tenure-track faculty to discuss the definition and purpose of assessment.
- *April 5th-9th Higher Learning Commission Conference in Chicago:* Carrie, Erica, and Ray are considering attending.
- *April 8th Assessment Week:* This semester's Assessment Week will include no data collection and will thus be informational in sharing our most recent results.
- *April 24th Departmental Assessment Presentations:* Faculty involved in the departmental assessment pilot will be formally presenting to the committee and to administrators their progress on data, tools, and time-frames.

Subcommittees: Work began at 3:35 PM and lasted until the end of the meeting.

- **Departmental Assessment:**
 - *Purpose:* Planning and implementation of assessments at the departmental level.
 - *Subcommittee Chair:* Carrie
 - *Attendance Today:* Carrie, Erica, Paul
 - *Discussion Today:* Erica revised an updated rubric, and Michael Laymon from the music department is using it to collect data. Paul is working on the finishing touches of the instructions for his Art 144 assessment, and this will be administered next week. Carrie is beginning to collect data with her new rubric.
- **Dissemination:**
 - *Purpose:* Dissemination of info on CHEA award, final report for the Effective Writing 2011 Assessment, and final report for the Social Sciences 2010 Assessment.
 - *Subcommittee Chair:* Jen
 - *Attendance Today:* Jen, Loretta, Rosie, Willard
 - *Discussion Today:* Members discussed their plan of writing a brief of the Effective Writing Assessment and asking Lynnel to write a brief of the Social Sciences Assessment. They also discussed the idea of planning a joint CAST and Assessment Committee meeting.
- **Diversity:**
 - *Purpose:* Data analysis and dissemination of results of Diversity 2012 Assessment.
 - *Subcommittee Chair:* Jeff
 - *Attendance Today:* Jeff, John, Margarita
 - *Discussion Today:* Members looked at Michael's draft of the mini report for the Diversity Assessment and discussed potential edits.
- **Oral Communication:**
 - *Purpose:* Preparation for the Oral Communication 2013 Assessment.
 - *Subcommittee Chair:* Michael
 - *Attendance Today:* Matthew, Michael, Ray, Samar
 - *Discussion Today:* Members discussed rubrics they had found online from AACU, Valencia Community College, and Ohio State University. They will now contact faculty to share these rubrics and ask for feedback. Samar and Ray will work on mapping these rubrics to our student learning outcomes.

Adjournment: Michael adjourned the meeting at 4:00 PM. These 3/6/2013 minutes were approved at the 3/13/2013 meeting after a motion by Ray and a second by Carrie.



Assessment Committee Harold Washington College



Chair - Michael Heathfield, Applied Sciences
Vice Chair - Jen Asimow, Applied Sciences
Secretary - Jeff Swigart, Mathematics

Minutes for 3/13/2013 (Approved) 3:00 PM to 4:00 PM in Room 1046

Members Attending:

Jen Asimow - Applied Sciences
Rosie Banks - Office of Instruction
Margarita Chavez - ELL WL
Michael Heathfield - Applied Sciences
Erica McCormack - Humanities
Willard Moody - English
Carrie Nepstad - Applied Sciences
Jeff Swigart - Mathematics
Ray Tse - Physical Sciences
Loretta Visomirskis - English
Paul Wandless - Art and Architecture

Apologies:

Samar Ayesh - Physical Sciences
Lynnel Kiely - Social Sciences
John Kieraldo - Library
Chao Lu - Mathematics
Dave Richardson - Humanities
Phillip Vargas - Physical Sciences

Agenda:

1. Apologies for Absence
2. Approval of Minutes from Last Week
3. Brief Updates from Subcommittees
4. Second Revisit of Assessment Committee Charge
5. Resources for Adjuncts and Professional Development
6. Any Other Business and Upcoming Events
7. Subcommittee Time

Call to Order: Michael called the meeting to order at 3:04 PM.

Approval of Minutes from Last Week: The 3/6/2013 minutes were approved after a motion by Ray and a second by Carrie.

Brief Updates from Subcommittees:

- *Departmental Assessment Update:* Paul shared that he will begin administering his art assessment this week. Also, Carrie will begin forwarding her progress reports to Jeff, who will then attach them to his emails with the minutes.
- *Diversity Brief:* Phillip has completed the first round analysis of the Diversity Assessment data, and Michael has condensed it into a mini report that he shared with the committee. We will vote to approve it next week.
- *Effective Writing Brief:* Jen has condensed the Effective Writing report into a one-page brief that she shared with the committee. Her plan is to include in our upcoming Assessment Times publication.

Second Revisit of Assessment Committee Charge: The committee had a lengthy discussion regarding the new charge about such issues as the aspects of the college are we charging ourselves with assessing, the word choice between department and discipline, and the roles of departmental liaisons. Michael will work on editing for another week, and then we will try to approve the new charge next at next week's meeting.

Resources for Adjuncts and Professional Development: Matthew Williams was not approved to go to the Higher Learning Commission conference because he is an adjunct. Michael shared that if the majority of our classes are taught by adjuncts, then we need adjuncts to be part of our Assessment Culture. Rosie will bring this issue up at the next Academic Affairs meeting. Michael will also discuss this issue with the adjunct union representative.

Any Other Business and Upcoming Events:

- *New Faculty Meeting:* Michael met with new faculty on March 8th to share an overview of assessment at HWC and answer any questions.
- *Work Outside of Committee:* Michael met with Phillip on Monday to discuss data analysis.
- *April 5th-9th Higher Learning Commission Conference in Chicago:* Carrie, Erica, and Ray are approved to attend.
- *April 8th Assessment Week:* This semester's Assessment Week will include no data collection and will thus be informational in sharing our most recent results.
- *April 24th Departmental Assessment Presentations:* Faculty involved in the departmental assessment pilot will be formally presenting to the committee and to administrators their progress on data, tools, and time-frames. HWC and District administrators will be in attendance.

Subcommittees: There was no time for subcommittees this week.

Adjournment: Michael adjourned the meeting at 4:00 PM. These 3/13/2013 minutes were approved at the 3/20/2013 meeting after a motion by Carrie and a second by Loretta.



Assessment Committee Harold Washington College



Chair - Michael Heathfield, Applied Sciences
Vice Chair - Jen Asimow, Applied Sciences
Secretary - Jeff Swigart, Mathematics

Minutes for 3/20/2013 (Approved) 3:00 PM to 4:00 PM in Room 1046

Members Attending:

Jen Asimow - Applied Sciences
Rosie Banks - Office of Instruction
Margarita Chavez - ELL WL
Michael Heathfield - Applied Sciences
John Kieraldo - Library
Chao Lu - Mathematics
Erica McCormack - Humanities
Willard Moody - English
Carrie Nepstad - Applied Sciences
Jeff Swigart - Mathematics
Ray Tse - Physical Sciences
Loretta Visomirskis - English
Matthew Williams - ELL WL

Apologies:

Samar Ayesch - Physical Sciences
Lynnel Kiely - Social Sciences
Dave Richardson - Humanities
Phillip Vargas - Physical Sciences
Paul Wandless - Art and Architecture

Agenda:

1. Apologies for Absence
2. Approval of Minutes from Last Week
3. Approval of New Finalized HWC Assessment Committee Charge
4. Feedback on Districtwide Assessment Chairs' Meeting of March 15th
5. Preparations for Assessment Week Twelve
6. Any Other Business and Upcoming Events
7. Subcommittee Time

Call to Order: Michael called the meeting to order at 3:04 PM.

Approval of Minutes from Last Week: The 3/13/2013 minutes were approved after a motion by Carrie and a second by Loretta.

Approval of New Finalized HWC Assessment Committee Charge: Michael shared the updates he had made to the charge based on committee recommendations from past weeks. Jeff motioned to approve the updated document, and Ray seconded. The committee approved.

Feedback on Districtwide Assessment Chairs' Meeting of March 15th: Michael shared an overview of what was discussed at the meeting, including edits to the districtwide charge and rules regarding what can be changed on a syllabus with or without approval.

Preparations for Assessment Week Twelve: Jen shared an update on her work on the next issue of Assessment Times. John will work on the final edits, and then Jen will send it out during Week 12. Also, we will have a joint meeting with CAST (Committee on the Art and Science of Teaching) during Week 11 which will include a roundtable on Classroom Assessment Techniques. Finally, Jen shared the updated Effective Writing brief, which will be displayed during Assessment Week either as a poster or as a digital presentation on the LCD screens.

Any Other Business and Upcoming Events:

- *Diversity Mini Report:* Michael shared the latest version of the first diversity mini report, which still needs a few edits before being disseminated.
- *Diversity Qualitative Analysis of Feedback:* Jeff shared the first round of his analysis of the responses of students feedback regarding the survey.
- *One-on-One Meeting With the Chancellor:* Carrie shared that she was chosen to have a one-on-one discussion with Chancellor Cheryl Hyman, during which she congratulated our committee on winning the CHEA award.

- *Music Assessment:* Erica shared that she has collected half of the data for the music assessment, and she shared an overview of the trends discovered so far.
- *Work Outside of Committee:* Michael met with Phillip on Monday to discuss data analysis. Carrie, Erica, and Paul met before today's meeting to discuss updates on their departmental assessment work.
- *April 5th-9th Higher Learning Commission Conference in Chicago:* Carrie, Erica, and Ray are attending.
- *April 8th Assessment Week:* This semester's Assessment Week will include no data collection and will thus be informational in sharing our most recent results.
- *April 24th Departmental Assessment Presentations:* Faculty involved in the departmental assessment pilot will be formally presenting to the committee and to administrators their progress on data, tools, and time-frames.

Subcommittees: There was no time for subcommittee work today.

Adjournment: Michael adjourned the meeting at 4:00 PM. These 3/20/2013 minutes were approved at the 4/3/2013 meeting after a motion by Paul and a second by Ray.



Assessment Committee Harold Washington College



Chair - Michael Heathfield, Applied Sciences
Vice Chair - Jen Asimow, Applied Sciences
Secretary - Jeff Swigart, Mathematics

Minutes for 4/3/2013 (Approved) 3:00 PM to 4:00 PM in Room 1046

Members Attending:

Jen Asimow - Applied Sciences
Samar Ayesh - Physical Sciences
Rosie Banks - Office of Instruction
Margarita Chavez - ELL WL
Michael Heathfield - Applied Sciences
John Kieraldo - Library
Erica McCormack - Humanities
Jeff Swigart - Mathematics
Ray Tse - Physical Sciences
Paul Wandless - Art and Architecture

Apologies:

Lynnel Kiely - Social Sciences
Chao Lu - Mathematics
Carrie Nepstad - Applied Sciences
Dave Richardson - Humanities
Phillip Vargas - Physical Sciences
Loretta Visomirskis - English

Agenda:

1. Apologies for Absence
2. Approval of Minutes from Last Week
3. Subcommittee Updates
4. Schedule to End of Semester & Summer
5. Any Other Business and Upcoming Events
6. Subcommittee Time

Call to Order: Michael called the meeting to order at 3:06 PM.

Approval of Minutes from Last Week: The 3/13/2013 minutes were approved after a motion by Paul and a second by Ray.

Departmental Summary: Committee members accepted the departmental assessment coordinator's summary as an appendix to last week's minutes.

Subcommittee Updates:

- *Diversity:* Michael and Phillip continue to work on the final edits of the first mini-report for the Diversity data. Jeff has completed the first draft of the qualitative analysis on the feedback data from students.
- *Dissemination:* Jen shared the draft of the latest issue of the Assessment Times, and committee members helped in reading through the document and suggesting edits. John will apply the edits and then email it out to all faculty next week.

Schedule to End of Semester & Summer:

- *Week 12:* Election of officers.
- *Week 13:* Practice presentations for the departmental liaisons.
- *Week 14:* Members of administration attending to see presentations by departmental liaisons. Jeff will send a note to committee members to encourage them to be on time.
- *Week 15:* End of year celebration.

Any Other Business and Upcoming Events:

- *CAST:* Michael attended yesterday's meeting of the Committee on the Art and Science of Teaching. He shared updates on our work and received any questions in response, such as how to include more about assessment in faculty development.
- *Work Outside of Committee:* Michael met with Phillip on Monday to discuss data analysis. Michael, Ray, and Samar met Monday to work on the Oral Communication rubric.

- April 5th-9th Higher Learning Commission Conference in Chicago: Carrie, Erica, and Ray are attending.
- April 8th Assessment Week: This semester's Assessment Week will include no data collection and will thus be informational in sharing our most recent results.
- April 24th Departmental Assessment Presentations: Faculty involved in the departmental assessment pilot will be formally presenting to the committee and to administrators their progress on data, tools, and time-frames.

Subcommittees: Work began at 3:45 PM and lasted until the end of the meeting.

- **Departmental Assessment:**
 - *Purpose:* Planning and implementation of assessments at the departmental level.
 - *Subcommittee Chair:* Carrie
 - *Attendance Today:* Erica, Paul
 - *Discussion Today:* Paul is compiling the data from the Art 144 assessment and starting to create a report. Erica met with Mick Laymon of the music department on Monday to address final clarifications about some of the data generated by the rubric used for the music theory assessment in Fall 2012. She is in the process of analyzing the data and sharing those observations. She is also sending a survey to music faculty to continue the discussion about student learning outcomes for units of assessment.
- **Dissemination:**
 - *Purpose:* Dissemination of info on CHEA award, final report for the Effective Writing 2011 Assessment, and final report for the Social Sciences 2010 Assessment.
 - *Subcommittee Chair:* Jen
 - *Attendance Today:* Jen, Rosie
 - *Discussion Today:* Rosie will edit the Social Sciences article for the Assessment Times. Jen will create the modified student version Assessment Times.
- **Diversity:**
 - *Purpose:* Data analysis and dissemination of results of Diversity 2012 Assessment.
 - *Subcommittee Chair:* Jeff
 - *Attendance Today:* Jeff, John, Margarita
 - *Discussion Today:* Members discussed updates to the website, namely the organization of the general education tools and reports.
- **Oral Communication:**
 - *Purpose:* Preparation for the Oral Communication 2013 Assessment.
 - *Subcommittee Chair:* Michael
 - *Attendance Today:* Michael, Ray, Samar
 - *Discussion Today:* Members discussed the Oral Communications rubric as well as the summer pilot.

Adjournment: Michael adjourned the meeting at 4:00 PM. These 4/3/2013 minutes were approved at the 4/10/2013 meeting after a motion by Jen and a second by Erica.



Assessment Committee Harold Washington College



Chair - Michael Heathfield, Applied Sciences
Vice Chair - Jen Asimow, Applied Sciences
Secretary - Jeff Swigart, Mathematics

Minutes for 4/10/2013 (Approved) 3:00 PM to 4:00 PM in Room 1046

Members Attending:

Jen Asimow - Applied Sciences
Samar Ayesh - Physical Sciences
Rosie Banks - Office of Instruction
Margarita Chavez - ELL WL
Michael Heathfield - Applied Sciences
Erica McCormack - Humanities
Carrie Nepstad - Applied Sciences
Jeff Swigart - Mathematics
Ray Tse - Physical Sciences
Loretta Visomirskis - English
Paul Wandless - Art and Architecture

Apologies:

Lynnel Kiely - Social Sciences
John Kieraldo - Library
Chao Lu - Mathematics
Dave Richardson - Humanities
Phillip Vargas - Physical Sciences

Agenda:

1. Apologies for absence
2. Approval of Minutes for April 3rd meeting
3. Election of Officers for 2013 to 2014
4. Oral Communication Rubric Review
5. Human Diversity Brief One
6. Any Other Business and Upcoming Events
7. Subcommittee Time

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

Approval of Minutes from Last Week: The 4/3/2013 minutes were approved after a motion by Jen and a second by Erica.

Election of Officers for 2013 to 2014: Michael, Jen, and Jeff kept their roles as chair, vice chair, and secretary, respectively, by acclamation.

Oral Communication Rubric Review: Committee members spent some time discussing the rubric for the Oral Communication assessment, with topics including the number scale for the ratings, the names of the columns, and the text describing each box within the rubric.

Human Diversity Brief One: Michael tabled this until next week.

Any Other Business and Upcoming Events:

- *Report on the HLC Conference:* Carrie, Erica, and Ray attended the Higher Learning Commission Conference in Chicago on April 5th-9th. They shared about their favorite seminars, including a seminar Carrie attended about new accreditation pathways, a seminar that Erica attended about linked courses and learning communities, and a seminar Ray attended about new faculty. They also shared that some seminars were either too basic or too specific to be helpful.
- *Assessment Week:* Jen shared that this week of Assessment Week was a success, including the dissemination of Assessment Times, Michael's attendance at the CAST (Committee on the Art and Science of Teaching) meeting. Jen gave a special thanks to John and everyone else involved with the work on another great issue of the Assessment Times.
- *District Data Warehouse:* Michael shared that district has created a data warehouse for the purpose of research, and faculty and staff have been beta testing it.
- *Work Outside of Committee:* Michael met with Phillip on Monday to discuss data analysis. Carrie, Erica, and Paul met before today's meeting to discuss updates on their departmental assessment work.

- *April 17th Practice Presentations:* Departmental Assessment Liaisons will present to the committee in order to practice for the following week's official presentations to administrators.
- *April 24th Departmental Assessment Presentations:* Departmental Assessment Liaisons will formally present to the committee and to administrators regarding their progress on data, tools, and time-frames.

Subcommittees: There was no time for subcommittees this week.

Adjournment: Michael adjourned the meeting at 4:00 PM. These 4/10/2013 minutes were approved at the 4/17/2013 meeting after a motion by Ray and a second by Samar.



Assessment Committee Harold Washington College



Chair – Michael Heathfield, Applied Sciences
Vice Chair – Jen Asimow, Applied Sciences
Secretary – Jeff Swigart, Mathematics

Minutes for 4/17/2013 (Approved)
3:00 PM to 4:00 PM in Room 1046

Members Attending:

Jen Asimow – Applied Sciences
Samar Ayesh – Physical Sciences
Margarita Chavez – ELL WL
Michael Heathfield – Applied Sciences
John Kieraldo – Library
Erica McCormack – Humanities
Carrie Nepstad – Applied Sciences
Jeff Swigart – Mathematics
Ray Tse – Physical Sciences
Loretta Visomirskis – English
Paul Wandless – Art and Architecture

Apologies:

Lynnel Kiely – Social Sciences
Chao Lu – Mathematics
Dave Richardson – Humanities
Phillip Vargas – Physical Sciences

Agenda:

1. Approval of Minutes from Last Week
2. Departmental Assessment Presentation:
Review and Approve
3. Human Diversity Findings Brief
4. Oral Communication Assessment Tool
5. Any Other Business and Upcoming Events
6. Subcommittees

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

Approval of Minutes from Last Week: The 4/10/2013 minutes were approved after a motion by Ray and a second by Samar.

Departmental Assessment Presentation: Review and Approve: Carrie, Erica, and Paul shared their presentations that they will give to administrators next week. Michael suggested to discuss a mixture of data results, recommendations for better student learning, planning for the future, and what they personally have learned. Jen suggested to emphasize the workload of this whole project. Carrie shared that she hopes the administrators realize how significant it is that this is the first time this sort of departmental data has been collected by our committee.

Human Diversity Findings Brief: Tabled.

Oral Communication Assessment Tool: Tabled.

Any Other Business and Upcoming Events:

- *Employee of the Month:* Congratulations to Phillip on being the employee of the month!
- *Assessment Times for Students:* Jen shared the draft of the Assessment Times for students, which will be distributed on Monday. Committee members offered edits, including Loretta's thought that language regarding faculty suggestions should be softened.
- *Diversity Data:* Michael shared some quick facts about the diversity data, such as its high internal validity as well as a decrease in perceptions of discrimination from HWC services.
- *Work Outside of Committee:* Michael and Phillip met on Monday to discuss diversity data analysis. Michael, Ray, and Samar met on Monday to work on the upcoming Oral Communication Assessment.
- *April 24th Departmental Assessment Presentations:* Departmental Assessment Liaisons will formally present to committee members and administrators on their progress.

Subcommittees: There was no time for subcommittees this week.

Adjournment: Michael adjourned the meeting at 4:00 PM. These 4/17/2013 minutes were approved at the 4/24/2013 meeting after a motion by Loretta and a second by Carrie.



Assessment Committee

Harold Washington College



Chair - Michael Heathfield, Applied Sciences
Vice Chair - Jen Asimow, Applied Sciences
Secretary - Jeff Swigart, Mathematics

Minutes for 4/24/2013 (Approved) 3:00 PM to 4:00 PM in Room 1046

Members Attending:

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

Guests Attending:

Sammie Dortch - Applied Sciences
Dr. Cecilia Lopez - District VP Academic Affairs
Margie Martyn - VP Academic Affairs
Megan Ritt - English
Armen Sarrafian - Dean Academic Affairs

Apologies:

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

Agenda:

1. Presentations by Departmental Assessment Liaisons

Call to Order: Michael called the meeting to order at 3:00 PM.

Departmental Assessment Presentations:

Carrie gave an introduction of the departmental assessment liaison project.
Erica presented on her work with Michael Laymon in assessing Music Theory.
Paul presented on his work in assessing Art 144.
Carrie presented on her work in assessing writing in the Applied Sciences.
Carrie offered some concluding thoughts and next steps for this project.

Congratulations to Dr. Cecilia Lopez on Retirement:

Michael offered some parting words of thanks to Dr. Lopez for all of her instrumental work in getting our Assessment Committee to where it is today. Armen, Margie, and others also spoke. Michael then presented her with some gifts on behalf of the committee, and we all ate cake to celebrate. We also took a group photo.

Adjournment: Michael adjourned the meeting at 4:15 PM. These 4/24/2013 minutes were approved at the 5/1/2013 meeting after a motion by Jen and a second by Carrie.



Assessment Committee Harold Washington College



Chair - Michael Heathfield, Applied Sciences
Vice Chair - Jen Asimow, Applied Sciences
Secretary - Jeff Swigart, Mathematics

Minutes for 5/1/2013 **(Approved)** 3:00 PM to 4:00 PM in Room 1046

Members Attending:

Jen Asimow - Applied Sciences
Margarita Chavez - ELL WL
Michael Heathfield - Applied Sciences
John Kieraldo - Library
Chao Lu - Mathematics
Erica McCormack - Humanities
Willard Moody - English
Carrie Nepstad - Applied Sciences
Jeff Swigart - Mathematics
Ray Tse - Physical Sciences
Loretta Visomirskis - English
Paul Wandless - Art and Architecture

Apologies:

Samar Ayesh - Physical Sciences
LaRhue Finney - English
Lynnel Kiely - Social Sciences
Dave Richardson - Humanities
Phillip Vargas - Physical Sciences

Agenda:

1. Apologies for Absence
2. Approval Minutes of Last Two Weeks
3. Feedback for Departmental Assessment Team
4. Summer and Fall Work Outlines
5. Two Appreciates and One Wish
6. Closing: See You All in the Fall

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

Approval of Minutes from Last Two Weeks: The 4/17/2013 minutes were approved after a motion by Loretta and a second by Carrie. The 4/24/2013 minutes were approved after a motion by Jen and a second by Carrie.

Feedback for Departmental Assessment Team: Michael shared that administrators who attended last week's meeting liked the presentations very much. Michael specifically applauded the presentations for being so practical. Loretta shared that presentations made her feel very proud of our committee. Paul and Carrie each shared about recent positive discussions taking place in their departments.

Summer and Fall Work Outlines: Michael asked for committee members to volunteer their summer classes for the Oral Communication pilot. Committee members discussed various aspects of the methodology, such as who will do the assessing, how the demographics will be taken, and how the demographic information will be connected to the presentation.

Two Appreciates and One Wish:

Michael passed out blank notes for committee members to write about people they appreciate and improvements they hope to happen. We read them aloud with much enjoyment.

Any Other Business and Upcoming Events:

- *Work Outside of Committee:* Michael and Phillip met on Monday to discuss diversity data analysis. Michael, Ray, and Samar met on Monday to work on the upcoming Oral Communication Assessment.

Subcommittees: There was no time for subcommittees this week.

Adjournment: Michael adjourned the meeting at 4:00 PM. These 5/1/2013 minutes were approved at the 9/4/2013 meeting after a motion by Ray and a second by Loretta.