



Assessment Committee

Harold Washington College

Committee Officers

Chair – Carrie Nepstad, Applied Science
Vice Chair – John Kieraldo, Library
Analyst – Phillip Vargas, Physical Science
Secretary – Jeff Swigart, Mathematics



Unit Assessment Liaisons

Jen Asimow, Applied Sciences
Paul Wandless, Art and Architecture
Erica McCormack, Humanities

Minutes for 9/3/2014 (Approved)

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

Members Attending:

Jen Asimow – Applied Science
Cindy Cerrentano – Academic Affairs
Margarita Chavez – ELL WL
John Kieraldo – Library
Erica McCormack – Humanities
Willard Moody – English
Carrie Nepstad – Applied Science
Jeff Swigart – Mathematics
Phillip Vargas – Physical Science
Loretta Visomirskis – English
Paul Wandless – Art and Architecture

Agenda:

1. Welcome Back
2. Updates from Summer Work
3. Updates from Administration
4. Calendar and To Do List
5. Subcommittee Selection
6. Any Other Business

Notes on End of Semester Party Last Spring: Our committee threw a party at the end of last spring on April 30th, 2014. No attendance was taken, but most committee members attended as well as many other faculty members and administrators. Here are the highlights:

- *Minutes of Last Meeting:* Committee members huddled at the beginning of the party and quickly approved the minutes of the last meeting on April 23rd after a motion by Loretta and second by Phil.
- *Introduction:* Jen called the party to order and shared an overview of the work of the committee during the past academic year.
- *Unit Assessment:* The unit assessment liaisons presented on their work, including Paul discussing his work on a two-dimensional design assessment, Erica discussing her work on an updated music theory assessment, and Carrie discussing her work on writing rubrics in the Applied Sciences Department.

Notes on Approval of Annual Report Last Spring: In mid-May of last spring, committee members discussed and edited Jen's annual report over email. Then on May 22nd, the committee approved the report after a motion by Carrie and second by Phillip.

Notes on Officers' Meeting Last Week: The executive officers of the committee met last week to discuss the upcoming semester.

Apologies for Absence for Today's Meeting: None

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

Welcome Back: Carrie welcomed everyone back to a new academic year. She shared that we will be meeting during weeks 2 through 11, and she asked if anyone has any food allergies since she will often be bringing snacks.

Updates from Summer Work:

- *Oral Communication Report:* Jen shared that this is almost done. Erica is helping with editing, and Phillip is checking on the interpretations of the statistics.
- *Studio Art:* Paul shared about using a modified version of the Oral Communication rubric for studio art classes.
- *Exam Scanner:* Over the summer, Ray set up a new multiple-choice exam scanning machine in 1046.
- *Blackboard:* Jen shared that District cancelled the purchase of the departmental assessment Blackboard package.
- *Seminar:* Carrie shared that the unit assessment seminar at Faculty Development Week went very well.

Updates from Administration:

- *IRB:* Carrie discussed with Dean Armen Sarrafian about the planning of a new IRB (Institutional Review Board) which may affect us in our planning of assessments.
- *Tenure-Track Faculty:* Carrie has found out that tenure-track faculty members are being told our committee is a lot of work and thus should avoid it. Cindy recommended that Carrie visit a Tenure Assistance Program meeting and/or a chairs meeting in order to address this issue.
- *District Assessment:* Carrie has reached out to Jonathan Keiser at district, who stated that the District Wide Assessment Committee meetings are not set yet but should begin in late September.

Calendar and To Do List: The big projects for this semester include the following:

- *Information Literacy:* Collect data during the first week of November.
- *Natural Sciences:* Write student learning outcomes for the upcoming assessment next fall in 2015.
- *Oral Communication:* Disseminating results from the almost-completed report.

Subcommittee Selection: Members chose subcommittees for the semester:

- *Information Literacy:* Jeff, John, Margarita
- *Dissemination and Progress Tracking:* Carrie, Loretta, Willard
- *Natural Science:* Phillip
- *Unit Assessment:* Erica, Jen, Paul

Any Other Business:

- *Assessment Times:* Carrie wondered if we should move the Assessment Times to earlier in the semester.
- *Assessment Week:* Jen shared that we need to begin planning for sending out invites for volunteers, making an official volunteer list, preparing the survey link, and setting up the room and proctoring. Phil also reported that there was no difference in validity in the diversity assessment of 2012 between students taking the assessment on campus versus at home. Carrie asked Phil to look for any research that confirms this more broadly.

Adjournment and Approval of These Minutes: Carrie adjourned the meeting at 4:00 PM. These 9/3/2014 minutes were approved at the 9/10/2014 meeting after a motion by Jen and a second by Loretta.



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Unit Assessment Liaisons

Jen Asimow, Applied Sciences
Paul Wandless, Art and Architecture
Erica McCormack, Humanities

Minutes for 9/10/2014 (Approved)

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

Members Attending:

Jen Asimow – Applied Science
Cindy Cerrentano – Academic Affairs
John Kieraldo – Library
Erica McCormack – Humanities
Willard Moody – English
Carrie Nepstad – Applied Science
Jeff Swigart – Mathematics
Phillip Vargas – Physical Science
Loretta Visomirskis – English
Paul Wandless – Art and Architecture
Allan Wilson – Physical Science

Honored Guests:

Stefanie Kuzmack – English
Brandon Pendleton – Business
Dave Perkins – Business

Agenda:

1. Department Chairs Meeting
2. Unit Assessment
3. Information Literacy Methodology
4. Fall 2014 Working Calendar
5. Core Documents Folders
6. Assessment Times Brainstorm
7. Assessment Calendar
8. New Business
9. Subcommittee Time

Introduction and Approval of Previous Minutes: Carrie called the meeting to order at 3:04 PM. The 9/3/2014 minutes of last meeting were approved after a motion by Jen and a second by Loretta.

Apologies for Absence: Margarita Chavez.

Department Chairs Meeting: Carrie shared that she attended last week's chairs meeting during which she answered questions, invited representation from every department, encouraged tenure-track faculty to visit a meeting, and passed out the unit assessment flyer from faculty development week.

Unit Assessment: Erica and Paul shared an overview of the flyer created for the faculty development week seminar, which includes an overview of the work being done as well as some myth busting. Jen shared about her continued focus this semester on writing in the applied sciences as well as working with faculty to restructure the child development assessment plan.

Information Literacy Methodology: After last week's discussion about the merits of giving the information literacy survey to students at home versus in a proctored room, Phillip looked into some of the research done on this methodology issue. He shared that research shows students self-report cheating equally online versus in class. He also found steps can be taken to minimize online cheating so that the amount of it becomes virtually equal to in class cheating. He therefore

suggested a combined approach of allowing students to take the survey at home or in a proctored room. Jen suggested that we add one question to the survey on self-reported comfort with information literacy.

Fall 2014 Working Calendar: Carrie passed out a working calendar containing a semester list of tasks for each subcommittee.

Core Documents Folders: Carrie shared that she is preparing multiple folders each containing our core documents. These folders will stay in 1046 and can be used during meetings for quick reference.

Assessment Times Brainstorm: Carrie asked for ideas for our next newsletter. Members suggested articles on thoughts from the chair, closing the loop, diversity results, effective writing, general updates, information literacy, unit assessment myth busters, oral communication, invitation to new faculty, comic, new exam scanner machine.

Assessment Calendar: Carrie shared the most updated version of our assessment calendar, currently projecting 7 years.

Subcommittees: We worked from 3:30 to 4:00. Below are summaries from each subcommittee.

- **Dissemination and Progress Tracking:**
 - *Purpose:* Dissemination of results from assessments and tracking resulting institutional changes.
 - *Subcommittee Chair:* Carrie
 - *Attendance Today:* Carrie, Loretta, Willard
 - *Discussion Today:* Members discussed email blasts, meetings, and topics for dissemination to faculty, students, and administration.
- **Information Literacy:**
 - *Purpose:* Preparation for the Information Literacy Assessment of Fall 2014.
 - *Subcommittee Chair:* Jeff
 - *Attendance Today:* Jeff, John K
 - *Discussion Today:* Members discussed methodology, specifically how to give students both options of taking the survey at home or in a proctored room.
- **Natural Science:**
 - *Purpose:* Preparation for the Natural Science Assessment of Fall 2015.
 - *Subcommittee Chair:* Phillip
 - *Attendance Today:* Allan, Phillip
 - *Discussion Today:* Members looked at the 2006 student learning outcomes and proposed some changes for an updated draft.
- **Unit Assessment:**
 - *Purpose:* Assessing at the unit level, which may include the discipline or department level.
 - *Attendance Today:* Jen, Erica, Paul
 - *Discussion Today:* Members started to assemble the schedule for unit assessments and discussed how to narrow their focus onto smaller units.

Adjournment and Approval of These Minutes: Carrie adjourned the meeting at 4:00 PM. These 9/10/2014 minutes were approved at the 9/17/2014 meeting after a motion by Erica and a second by Paul.



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Unit Assessment Liaisons

Jen Asimow, Applied Sciences
Paul Wandless, Art and Architecture
Erica McCormack, Humanities

Minutes for 9/17/2014 (Approved)

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

Members Attending:

Jen Asimow – Applied Science
Cindy Cerrentano – Academic Affairs
Margarita Chavez – ELL WL
John Kieraldo – Library
Erica McCormack – Humanities
Willard Moody – English
Carrie Nepstad – Applied Science
Jeff Swigart – Mathematics
Phillip Vargas – Physical Science
Loretta Visomirskis – English
Paul Wandless – Art and Architecture
Allan Wilson – Physical Science

Agenda:

1. Updates from Administration
2. IRB
3. Oral Communications Report
4. Subcommittee Updates
5. Subcommittee Time at 3:30

Introduction and Approval of Previous Minutes: Carrie called the meeting to order at 3:04 PM. The 9/10/2014 minutes of last meeting were approved after a motion by Erica and a second by Paul.

Updates from Administration: Carrie shared that she met with Dean Armen Sarrafian and discussed ideas such as a weekly update email to all faculty, a meeting with the English department regarding the Effective Writing Assessment, and video clips of messages from the chair. Video links on our website, however, must be approved by public relations. Jen reminded us to look for evidence of actions in response to recommendations we have made to the administration. Jeff asked that any such anecdotes be sent to him for his progress tracking files. Also, there will be a new executive director of online learning over the entire CCC, and so our assessments should continue to include a demographics question asking students whether they are on campus or somewhere else.

IRB (Institutional Review Board): Carrie shared that she has been looking at federal regulations at the link <http://www.hhs.gov/ohrp/humansubjects/guidance/45cfr46.html> in order to consider what might be required of us for future assessments. She also submitted a question about this on a list serve, and the responses suggest that since we would like to be able to share our data in presentations, some sort of IRB approval will likely be necessary for us. Therefore, she and other committee members may begin drawing up a policy regarding the relationship of assessment to the IRB process.

Oral Communications Update: Jen shared a Prezi presentation summarizing the results and recommendations of the almost-completed report. For example, there was a correlation between students who believe that oral communication is important in the workplace and students who believe they need to be good at communicating orally in order to achieve their career goals. One of the many recommendations was that speech faculty should provide support for non-speech faculty in assessing oral presentations.

Dissemination Update: Carrie shared that she would like to strengthen our connection with CAST (Committee on the Art and Science of Teaching).

Information Literacy Update: Carrie shared that she would like to consider doing this assessment simply with a posted weblink and without a proctored room. Phillip shared again that his research indicates there are no major differences between online and in-person assessments on issues such as cheating. Jeff shared again that since the proctored room requires such a large amount of time to plan, it would be better use that time toward other purposes such as making sure the assessment tool is high quality. Carrie suggested that we leave the weblink up longer to make up for a potentially shrunken sample size. After a proposal by Jeff and a second by Phillip, the committee unanimously approved this idea. Carrie also suggested allowing the information literacy subcommittee to make their own final edits as necessary and putting the link live as soon as possible. After a proposal by Phillip and a second by Allan, the committee unanimously approved.

Subcommittees: There was no time for subcommittees this week.

Adjournment and Approval of These Minutes: Carrie adjourned the meeting at 4:00 PM. These 9/17/2014 minutes were approved at the 9/24/2014 meeting after a motion by Jen and a second by Phillip.



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Unit Assessment Liaisons

Jen Asimow, Applied Sciences
Paul Wandless, Art and Architecture
Erica McCormack, Humanities

Minutes for 9/24/2014 (Approved)

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

Members Attending:

Jen Asimow – Applied Science
Margarita Chavez – ELL WL
John Kieraldo – Library
Erica McCormack – Humanities
Willard Moody – English
Carrie Nepstad – Applied Science
Jeff Swigart – Mathematics
Phillip Vargas – Physical Science
Loretta Visomirskis – English
Paul Wandless – Art and Architecture

Honored Guests:

Janette Gayle – Social Sciences

Agenda:

1. Chair Updates
2. Any Other Business
3. Subcommittee Time

Apologies: Cindy Cerrentano (Academic Affairs)

Introduction and Approval of Previous Minutes: Carrie called the meeting to order at 3:04 PM. The 9/17/2014 minutes of last meeting were approved after a motion by Jen and a second by Phillip.

Chair Updates: Carrie shared the following.

- *CAST:* She has scheduled meeting with Megan Ritt to discuss how our committee may work more closely with CAST (Committee on the Art and Science of Teaching) in disseminating results from our recent assessments.
- *IRB:* She plans to talk to Jonathan Kaiser and Tom Higgins to discuss the district's internal review board and how it will relate to our committee's work.
- *Handbook:* She has been reading the almost-completed Assessment Handbook drafted by Chris Sabino and Todd Heldt back in 2009 in order to consider finishing it, which would then give us a document describing our committee's overall process.
- *Email to Faculty:* She has sent Armen another Assessment Weekly email to forward to all faculty, and it will include a video of Erica McCormack.

Any Other Business:

- *Information Literacy:* Carrie shared that the tool should be ready by next week after some final edits.
- *Online Learning:* Jen shared that she would like us to reach out to a representative of the Center for Distance Learning to discuss our committee's role in assessing online learning.
- *Assessment Times:* Carrie asked each subcommittee to write an article for the upcoming newsletter issue.

Subcommittees: We worked from 3:30 to 4:00. Below are summaries from each subcommittee.

- **Dissemination and Progress Tracking:**
 - *Purpose:* Dissemination of results from assessments and tracking resulting institutional changes.
 - *Subcommittee Chair:* Carrie
 - *Attendance Today:* Carrie, Janette, Loretta, Willard
 - *Discussion Today:* Members discussed making another video to send out to all faculty and sharing Effecting Writing results with the English Department.
- **Information Literacy:**
 - *Purpose:* Preparation for the Information Literacy Assessment of Fall 2014.
 - *Subcommittee Chair:* Jeff
 - *Attendance Today:* Jeff, John K, Margarita, Phillip
 - *Discussion Today:* Members discussed final edits to the informed consent statement and two content questions of the information literacy tool.
- **Natural Science:**
 - *Purpose:* Preparation for the Natural Science Assessment of Fall 2015.
 - *Subcommittee Chair:* Phillip
 - *Attendance Today:* Not applicable.
 - *Discussion Today:* This subcommittee did not meet today.
- **Unit Assessment:**
 - *Purpose:* Assessing at the unit level, which may include the discipline or department level.
 - *Attendance Today:* Jen, Erica, Paul
 - *Discussion Today:* Members reviewed the Google survey for the Applied Sciences department. Paul showed the tool for his value assessment. Erica discussed her recent department meeting.

Adjournment and Approval of These Minutes: Carrie adjourned the meeting at 4:00 PM. These 9/24/2014 minutes were approved at the 10/1/2014 meeting after a motion by Erica and a second by Loretta.



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Unit Assessment Liaisons

Jen Asimow, Applied Sciences
Paul Wandless, Art and Architecture
Erica McCormack, Humanities

Minutes for 10/1/2014 (Approved)

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

Members Attending:

Jen Asimow – Applied Science
Margarita Chavez – ELL WL
Janette Gayle – Social Sciences
John Kieraldo – Library
Erica McCormack – Humanities
Carrie Nepstad – Applied Science
Jeff Swigart – Mathematics
Loretta Visomirskis – English
Paul Wandless – Art and Architecture

Honored Guests:

Fernando Miranda-Mendoza – Mathematics

Agenda:

1. Chair Updates
2. Updates from Administration
3. Oral Communication Report
4. Assessment Times
5. Subcommittees at 3:30

Apologies: Cindy Cerrentano (Academic Affairs), Phillip Vargas (Physical Sciences)

Introduction and Approval of Previous Minutes: Carrie called the meeting to order at 3:02 PM. The 9/24/2014 minutes of last meeting were approved after a motion by Erica and a second by Loretta.

Chair Updates: Carrie shared about her meeting with Dean Armen Sarrafian in which they discussed the Effective Writing report and ways in which the recommendations can be shared with the English department and administration. Carrie commented that our continued struggle as a committee is that we put so much energy into our reports that we often have worn ourselves out by the time we are ready to disseminate the results. On a related note, Jeff shared that he will continue asking specific people for anecdotes of how past assessments were used for change in our institution.

Effective Writing: Jen reminded committee members of some specific interesting results of the Effective Writing assessment, such as how students who had an extra reading class paired with their English class scored higher on their writing. Loretta and Paul discussed how cohort classes might also affect students' learning of writing. Janette and Jen discussed the national rise of the PARCC college readiness assessment and how it will affect future student funding for developmental writing classes. Janette reminded us of the importance of obtaining good data to show the benefits of our developmental classes.

Oral Communication Report: Jen passed out hard copy rough drafts of the report and asked that committee members read it one more time for edits.

Assessment Times: Carrie thanked the Unit Assessment folks for submitting the first article. Articles from other subcommittees will be coming soon.

Information Literacy: Jeff shared that the faculty invitation form on Google Docs is finished and ready to be emailed out. Carrie will ask Dean Sarrafian to forward the link to all faculty. John shared that he will begin asking his library information session students to complete the survey.

Any Other Business: Carrie welcomed newcomers to the committee, and everyone shared their names and department.

Subcommittees: We worked from 3:30 to 4:00. Below are summaries:

- **Dissemination and Progress Tracking:**
 - *Purpose:* Dissemination of results from assessments and tracking resulting institutional changes.
 - *Subcommittee Chair:* Carrie
 - *Attendance Today:* Carrie, Fernando, Janette, Loretta
 - *Discussion Today:* Members discussed putting together the next issue of the Assessment Times.
- **Information Literacy:**
 - *Purpose:* Preparation for the Information Literacy Assessment of Fall 2014.
 - *Subcommittee Chair:* Jeff
 - *Attendance Today:* Jeff, John K, Margarita, Phillip
 - *Discussion Today:* Members discussed final edits to the faculty invitation.
- **Natural Science:**
 - *Purpose:* Preparation for the Natural Science Assessment of Fall 2015.
 - *Subcommittee Chair:* Phillip
 - *Attendance Today:* Not applicable.
 - *Discussion Today:* This subcommittee did not meet today.
- **Unit Assessment:**
 - *Purpose:* Assessing at the unit level, which may include the discipline or department level.
 - *Attendance Today:* Jen, Erica, Paul
 - *Discussion Today:* Members discussed progress on the juried exam form for music classes.

Adjournment and Approval of These Minutes: Carrie adjourned the meeting at 4:00 PM. These 10/1/2014 minutes were approved at the 10/8/2014 meeting after a motion by Jen and a second by Phillip.



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Unit Assessment Liaisons

Jen Asimow, Applied Sciences
Paul Wandless, Art and Architecture
Erica McCormack, Humanities

Minutes for 10/8/2014 (Approved)

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

Members Attending:

Jen Asimow – Applied Science
Margarita Chavez – ELL WL
Janette Gayle – Social Sciences
John Kieraldo – Library
Erica McCormack – Humanities
Carrie Nepstad – Applied Science
Jeff Swigart – Mathematics
Phillip Vargas – Physical Science
Loretta Visomirskis – English
Paul Wandless – Art and Architecture
Allan Wilson – Physical Science

Honored Guests:

Fernando Miranda-Mendoza – Mathematics

Agenda:

1. Approval of Previous Minutes
2. Assessment Times
3. Information Literacy
4. IRB Updates
5. Professional Development Linked to Assessment
6. Dissemination
7. Oral Communication Report
8. Any Other Business
9. Subcommittees at 3:30

Introduction and Approval of Previous Minutes: Carrie called the meeting to order at 3:02 PM. The 10/1/2014 minutes of last meeting were approved after a motion by Erica and a second by Loretta.

Assessment Times: John shared the rough draft of the upcoming newsletter edition, and the committee shared edits.

Information Literacy: Carrie sent out the invitation to faculty via Dean Sarrafian on Tuesday. Jeff displayed the current Google spreadsheets, showing that so far there are 17 faculty volunteers as well as 46 students who have already participated via library information sessions. Some of these students are from Loretta's class visiting one of John K's sessions. Jeff will send out the actual survey link to volunteered faculty early next week.

IRB Updates: Carrie shared that last week she met with Jonathan Keiser, and he liked the idea of us writing an IRB policy statement that would relate to our committee's work. Carrie also shared that she will be attending a webinar on assessment and the IRB process in a couple of weeks.

Professional Development Linked to Assessment: Carrie shared that since Jonathan Kaiser runs the District-Wide Assessment Committee, she has been inviting him to our meetings. He is also on our email list for weekly meeting agendas. He has been especially interested in our recent Oral Communication report, and he is trying to bring Susan Hatfield who has spoken at the Higher Learning Commission to speak to us about oral communications and assessment.

Dissemination: Carrie asked for volunteers for the next video to share with all faculty members.

Oral Communication Report: Jen shared the *final* version of the report, and after a motion by Phillip and second by John K the committee unanimously approved it.

Any Other Business:

- *Unit Assessment:* Janette asked about the history of our unit assessment liaisons. Carrie, Jen and Erica shared an overview, and this led to a committee-wide discussion on the need to expand our unit assessment beyond the three departments we are working with right now.

Subcommittees: We worked from 3:30 to 4:00. Below are summaries:

- **Dissemination and Progress Tracking:**
 - *Purpose:* Dissemination of results from assessments and tracking resulting institutional changes.
 - *Subcommittee Chair:* Carrie
 - *Attendance Today:* Carrie, Janette, Loretta
 - *Discussion Today:* Members reviewed the recommendations that Loretta pulled from the report, and they decided to write specific messages to various departments.
- **Information Literacy:**
 - *Purpose:* Preparation for the Information Literacy Assessment of Fall 2014.
 - *Subcommittee Chair:* Jeff
 - *Attendance Today:* Jeff, John K, Margarita, Phillip
 - *Discussion Today:* Members discussed sending out the actual survey link to all faculty who have volunteered.
- **Natural Science:**
 - *Purpose:* Preparation for the Natural Science Assessment of Fall 2015.
 - *Subcommittee Chair:* Phillip
 - *Attendance Today:* Allan, Phillip
 - *Discussion Today:* Members refined the student learning outcomes and began writing questions.
- **Unit Assessment:**
 - *Purpose:* Assessing at the unit level, which may include the discipline or department level.
 - *Attendance Today:* Jen, Erica, Paul
 - *Discussion Today:* Jen collected survey data and met with Phillip to discuss the overall effective writing data and start writing a mini-report. Paul revised the 2-dimensional art assessment instructions to incorporate value as well as 1-point, 2-point, and isometric perspective. Erica shared the recent updates to the music juried exams that were made based on discussions with full-time music faculty.

Adjournment and Approval of These Minutes: Carrie adjourned the meeting at 4:00 PM. These 10/8/2014 minutes were approved at the 10/15/2014 meeting after a motion by Jen and a second by Erica.



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Unit Assessment Liaisons

Jen Asimow, Applied Sciences
Paul Wandless, Art and Architecture
Erica McCormack, Humanities

Minutes for 10/15/2014 **(Approved)**

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

Members Attending:

Jen Asimow – Applied Science
Cindy Cerrentano – Academic Affairs
Margarita Chavez – ELL WL
Janette Gayle – Social Sciences
John Kieraldo – Library
Erica McCormack – Humanities
Jeff Swigart – Mathematics
Phillip Vargas – Physical Science
Paul Wandless – Art and Architecture

Honored Guests:

Fernando Miranda-Mendoza – Mathematics

Agenda:

1. Intro and Approval of Previous Minutes
2. Chair Update
3. Information Literacy
4. Webpage and Newsletter
5. Quality Initiative Project
6. Subcommittee Time

Apologies: Carrie Nepstad (Applied Science)

Introduction and Approval of Previous Minutes: In Carrie's absence, John and Jeff called the meeting to order at 3:02 PM. The 10/8/2014 minutes of last meeting were approved after a motion by Jen and a second by Erica.

Chair Update: Phil shared Carrie's report to him regarding her meeting with Dean Sarrafian in which they discussed methods to get high student participation on the information literacy assessment without a proctored room. Carrie also sent a request to Ewa Bejnarowicz (HWC Information Technology) to put the survey link on the homepage of all 4th floor lab computers.

Information Literacy: Jeff answered various questions to committee members on methodology, especially regarding the invitation to faculty volunteers. Committee members also discussed the taking out of the item on mode of learning and agreed that this needs more discussion.

Webpage and Newsletter: John shared the updates he recently made to the webpage such as an improved menu. He then shared the most recent draft of this semester's Assessment Times for committee members to review.

Quality Initiative Project: Paul and Jen shared about their meeting with Margie Martyn (HWC President) and Jonathan Keiser (District Executive Director of Academic Development) about a project aimed to clarify capstones for each credentialed program. These capstones could be summative assessments, entire courses, or pieces of courses. Blackboard portfolio capabilities may help as an organizational tool for students over their entire programs. Paul and Jen hope that this project benefits from their assessment experience.

Subcommittee Time: We worked from 3:30 to 4:00. Below are summaries:

- **Dissemination and Progress Tracking:**
 - *Purpose:* Dissemination of results from assessments and tracking resulting institutional changes.
 - *Subcommittee Chair:* Carrie
 - *Attendance Today:* Not Applicable.
 - *Discussion Today:* Did not meet.
- **Information Literacy:**
 - *Purpose:* Preparation for the Information Literacy Assessment of Fall 2014.
 - *Subcommittee Chair:* Jeff
 - *Attendance Today:* Fernando, Jeff, John K, Margarita
 - *Discussion Today:* Members prepared the email to send out to all volunteered faculty regarding the web link to the survey. Members also discussed methods of putting the committee's videos on the webpage.
- **Natural Science:**
 - *Purpose:* Preparation for the Natural Science Assessment of Fall 2015.
 - *Subcommittee Chair:* Phillip
 - *Attendance Today:* Allan, Phillip
 - *Discussion Today:* Members reviewed in-house tools we have already created in the past to use as a template for the upcoming tool.
- **Unit Assessment:**
 - *Purpose:* Assessing at the unit level, which may include the discipline or department level.
 - *Attendance Today:* Jen, Erica, Paul
 - *Discussion Today:* Erica shared and received feedback from Jen and Paul on the nearly finished juried evaluation form for music performance. Jen shared a draft of the report on effective writing in the Applied Sciences department.

Adjournment and Approval of These Minutes: John and Jeff adjourned the meeting at 4:00 PM. These 10/15/2014 minutes were approved at the 10/22/2014 meeting after a motion by Jen and a second by Phillip.



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Unit Assessment Liaisons

Jen Asimow, Applied Sciences
Paul Wandless, Art and Architecture
Erica McCormack, Humanities

Minutes for 10/22/2014 (Approved)

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

Members Attending:

Jen Asimow – Applied Science
Cindy Cerrentano – Academic Affairs
Margarita Chavez – ELL WL
Janette Gayle – Social Sciences
Erica McCormack – Humanities
Carrie Nepstad – Applied Science
Jeff Swigart – Mathematics
Phillip Vargas – Physical Science
Paul Wandless – Art and Architecture
Allan Wilson – Physical Science

Honored Guests:

Fernando Miranda-Mendoza – Mathematics

Agenda:

1. Intro, Apologies, and Previous Minutes
2. IRB Updates
3. Administration Updates
4. Information Literacy Delivery Mode Item
5. Information Literacy Roll-Out
6. IUPUI
7. Any Other Business
8. Subcommittees

Intro, Apologies, and Previous Minutes: Carrie called the meeting to order at 3:02 PM. John Kieraldo (Library) and Loretta Visomirskis (English) sent their apologies. The 10/15/2014 minutes of last meeting were approved after a motion by Jen and a second by Phillip.

IRB Updates: Carrie attended a webinar on institutional review boards and found it very informative toward our planning of how our committee should relate to our IRB. The materials can be found at this link:

https://www1.taskstream.com/webinars/five-dimensions-of-quality-webinar/?utm_source=pardot&utm_medium=email&utm_term=recording&utm_content=text&utm_campaign=Linda_Suskie_Oct_2014_CBX_Webinar

Jen suggested that we find out whether the long-term goal is for individual college IRB's or a district-wide IRB, as this will likely affect how we approach the issue.

Administration Updates: Carrie formally presented the Oral Communication final report to HWC President Margie Martyn. We will put it on our website after she gives it her blessing. Carrie is also requesting color copies from reprographics to distribute to the administration and departments. Carrie also discussed with Dean Armen Sarrafian about HWC's current quality initiative project regarding program level assessment and capstones. Armen wants to make sure that anyone working on projects having to do with assessment keep in communication with our committee.

Information Literacy Delivery Mode Item: Carrie shared about the Information Literacy Subcommittee removing the item on delivery mode. The item had asked to specify the mode of learning of the class for which they were completing the survey: in-person, hybrid, or online. Carrie had been concerned about the tool not being specifically designed to compare delivery modes, and if we want to do this next time we should plan ahead during the design phase. Jen asked if online

learning was part of our charge, and upon rereading it on the spot Carrie determined that it was. Cindy shared that a better question to ask may be how students self-identify their primary mode of learning. Various committee members then discussed the possibility of assessing online instruction under unit assessment.

Information Literacy Roll-Out: Jeff and John shared about the first round of faculty now having the live link for the survey. In a few days Jeff will send out another reminder for these faculty to share the link with their students. In a week or two, Carrie will send an email sharing the live link with all faculty.

IUPUI: Jen and Phil shared about their presentation on our Diversity Assessment at the 2014 Assessment Institute at IUPUI (Indiana University Purdue University Indianapolis). They felt that the presentation was well-received overall. Some attendees exhibited some minor resistance through persistent questions about the results. Yet they also had multiple people tell them thank you afterwards. Also, Carrie shared some details of the conference with Armen, and a blurb about it showed up in President Martyn's weekly email.

Any Other Business:

- *NAEYC:* Carrie and Jen will be presenting at a conference for NAEYC (National Association for the Education of Young Children) on November 5th in Dallas. Dissemination and Progress Tracking:
- *Minutes:* Carrie suggested that we now look at hard copy minutes at the beginning of the meeting without any previous emailing out of the minutes, in order to keep editing fair for all.

Subcommittees: There was no time for subcommittees this week. Yet Erica, Jen, and Paul of the Unit Assessment Subcommittee met outside of committee time to discuss Erica's work on the juried music evaluation form which is now being piloted.

Adjournment and Approval of These Minutes: Carrie adjourned the meeting at 4:00 PM. These 10/22/2014 minutes were approved at the 10/29/2014 meeting after a motion by Erica and a second by John.



Assessment Committee

Harold Washington College

Committee Officers

Chair – Carrie Nepstad, Applied Science
Vice Chair – John Kieraldo, Library
Analyst – Phillip Vargas, Physical Science
Secretary – Jeff Swigart, Mathematics



Unit Assessment Liaisons

Jen Asimow, Applied Sciences
Paul Wandless, Art and Architecture
Erica McCormack, Humanities

Minutes for 10/29/2014 (Approved)

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

Members Attending:

Jen Asimow – Applied Science
Cindy Cerrentano – Academic Affairs
Margarita Chavez – ELL WL
John Kieraldo – Library
Erica McCormack – Humanities
Carrie Nepstad – Applied Science
Jeff Swigart – Mathematics
Phillip Vargas – Physical Science
Paul Wandless – Art and Architecture
Allan Wilson – Physical Science

Agenda:

1. Intro, Apologies, and Previous Minutes
2. IUPUI
3. Linda Suskie
4. Information Literacy Update
5. Oral Communication Report
6. Assessment Times
7. Dissemination and Closing the Loop
8. Subcommittees

Intro, Apologies, and Previous Minutes: Carrie called the meeting to order at 3:03 PM. Janette Gayle of Social Sciences and Loretta Visomirskis of English sent their apologies. The 10/22/2014 minutes of last meeting were approved after a motion by Erica and a second by John.

IUPUI: Jen and Phil shared a bit more about their presentation on our Diversity Assessment at the 2014 Assessment Institute at IUPUI (Indiana University Purdue University Indianapolis). One audience member had asked why there had been no pre-survey and post-survey for the Diversity Assessment, and Jen and Phil wondered if this person understood how much work was involved in just one survey.

Linda Suskie: Carrie has read Linda Suskie's new book titled "Five Dimensions of Quality: A Common Sense Guide to Accreditation and Accountability" and also attended her recent webinar on assessment.

Information Literacy Update: Carrie shared that there are currently 43 faculty volunteers and 540 student responses to the survey. Ewa Bejnarowicz has put the survey link on the homepage of each computer in the 4th floor open lab. The survey deadline will continue to be mid-November.

Oral Communication Report: Carrie shared newly printed hard copies to distribute to administrators and department chairs.

Assessment Times: John asked for committee members to read the draft one more time for edits.

Dissemination and Closing the Loop: Carrie shared that right now the Dissemination Subcommittee is focusing on the Effective Writing recommendations. Potential venues include the Harold Lounge and CAST webpage. We should also continue to find new ways to gather anecdotes or suggestions that are related in some way to our recommendations.

Subcommittees: We worked from 3:30 to 4:00. Below are summaries:

- **Dissemination and Progress Tracking:**
 - *Purpose:* Dissemination of results from assessments and tracking resulting institutional changes.
 - *Subcommittee Chair:* Carrie
 - *Attendance Today:* Carrie, John
 - *Discussion Today:* Members discussed strategies for the weekly email to faculty.
- **Information Literacy:**
 - *Purpose:* Preparation for the Information Literacy Assessment of Fall 2014.
 - *Subcommittee Chair:* Jeff
 - *Attendance Today:* Not Applicable
 - *Discussion Today:* Did not meet.
- **Natural Science:**
 - *Purpose:* Preparation for the Natural Science Assessment of Fall 2015.
 - *Subcommittee Chair:* Phillip
 - *Attendance Today:* Allan, Phillip
 - *Discussion Today:* Members revised Allan's Physical Science 101 pretest as a template for the Natural Science tool.
- **Unit Assessment:**
 - *Purpose:* Assessing at the unit level, which may include the discipline or department level.
 - *Attendance Today:* Erica, Jeff, Jen, Paul
 - *Discussion Today:* Members discussed Erica's plan to use Google Docs for the music performance assessments, Jen's new social work and youth work assessment, and Paul's final planning for his October 30th Art 144 assessment.

Adjournment and Approval of These Minutes: Carrie adjourned the meeting at 4:00 PM. These 10/29/2014 minutes were approved at the 11/5/2014 meeting after a motion by Phillip and a second by Paul.



Assessment Committee

Harold Washington College

Committee Officers

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Vice Chair – John Kieraldo, Library
Analyst – Phillip Vargas, Physical Science
Secretary – Jeff Swigart, Mathematics



Unit Assessment Liaisons

Jen Asimow, Applied Sciences
Paul Wandless, Art and Architecture
Erica McCormack, Humanities

Minutes for 11/5/2014 (Approved)

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

Members Attending:

Cindy Cerrentano – Academic Affairs
Margarita Chavez – ELL WL
Janette Gayle – Social Sciences
John Kieraldo – Library
Erica McCormack – Humanities
Willard Moody – English
Jeff Swigart – Mathematics
Phillip Vargas – Physical Science
Paul Wandless – Art and Architecture

Honored Guests:

Fernando Miranda-Mendoza – Mathematics

Agenda:

1. Intro, Apologies, and Previous Minutes
2. Newsletter
3. Information Literacy
4. Website
5. Dissemination
6. Subcommittee Time

Intro, Apologies, and Previous Minutes: In Carrie's absence, John called the meeting to order at 3:03 PM. Jen Asimow of Applied Science and Carrie Nepstad of Applied Science sent their apologies. The 10/29/2014 minutes of last meeting were approved after a motion by Phillip and a second by Paul.

Newsletter: John passed out the latest draft of Assessment Times, and committee members discussed some edits.

Information Literacy: Jeff shared that the assessment seems to be going very smoothly, and it looks like we will reach our 10% sample goal by our mid-November due date.

Website: John shared about the new material on the website, including unit assessment documents from the last couple of years and general education documents as far back as 2003.

Dissemination: John shared that Carrie wanted us to discuss ideas for how to better disseminate our results and recommendations. Here are some of the ideas.

- *Erica:* Send more personal emails to individual faculty asking for feedback.
- *Janette:* Share more often about assessment in our department meetings.
- *Willard:* Send more emails to all faculty.
- *Phillip:* Present at Faculty Development Week.
- *Cindy:* Publish pretty PDF documents of recommendations once per month.
- *Paul:* Share recommendations early enough for faculty to use in planning for their next syllabi.
- *John:* Include a form on the webpage for submitting ideas.
- *Other Ideas:* Harold Lounge, CAST website, videos on the webpage.

Subcommittees: We worked from 3:30 to 4:00. Below are summaries:

- **Dissemination and Progress Tracking:**
 - *Purpose:* Dissemination of results from assessments and tracking resulting institutional changes.
 - *Subcommittee Chair:* Carrie
 - *Attendance Today:* Janette, Willard
 - *Discussion Today:* Members discussed ideas for dissemination such as Faculty Development Week, CAST, emails to all faculty, presentations at department meetings, and personal contact with colleagues.
- **Information Literacy:**
 - *Purpose:* Preparation for the Information Literacy Assessment of Fall 2014.
 - *Subcommittee Chair:* Jeff
 - *Attendance Today:* Margarita, Jeff, John
 - *Discussion Today:* Members discussed strategies for wrapping up the information literacy assessment as well as methods for getting our committee's videos on the website.
- **Natural Science:**
 - *Purpose:* Preparation for the Natural Science Assessment of Fall 2015.
 - *Subcommittee Chair:* Phillip
 - *Attendance Today:* Allan, Phillip
 - *Discussion Today:* Members updated Allan's physical science tool with physics and geoscience questions.
- **Unit Assessment:**
 - *Purpose:* Assessing at the unit level, which may include the discipline or department level.
 - *Attendance Today:* Erica, Paul
 - *Discussion Today:* Members discussed making rubrics more descriptive for music and art.

Adjournment and Approval of These Minutes: John adjourned the meeting at 4:00 PM. These 11/5/2014 minutes were approved at the 11/12/2014 meeting after a motion by Jen and a second by Phillip.



Assessment Committee

Harold Washington College

Committee Officers

Chair – Carrie Nepstad, Applied Science
Vice Chair – John Kieraldo, Library
Analyst – Phillip Vargas, Physical Science
Secretary – Jeff Swigart, Mathematics



Unit Assessment Liaisons

Jen Asimow, Applied Sciences
Paul Wandless, Art and Architecture
Erica McCormack, Humanities

Minutes for 11/12/2014 (Approved)

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

Members Attending:

Jen Asimow – Applied Science
Janette Gayle – Social Sciences
John Kieraldo – Library
Carrie Nepstad – Applied Science
Jeff Swigart – Mathematics
Phillip Vargas – Physical Science
Loretta Visomirskis – English

Honored Guests:

Fernando Miranda-Mendoza – Mathematics

Agenda:

1. Intro, Apologies, and Previous Minutes
2. Assessment Times
3. Webinar
4. Conference Presentation
5. Vice Chancellors Meeting
6. Unit Assessment Memo

Intro, Apologies, and Previous Minutes: Carrie called the meeting to order at 3:03 PM. Cindy Cerrentano of the Office of Instruction, Margarita Chavez of ELL/WL, Erica McCormack of Humanities, and Paul Wandless of Art and Architecture sent their apologies. The 11/5/2014 minutes of last meeting were approved after a motion by Jen and a second by Phillip.

Assessment Times: John shared the final draft of this semester's newsletter issue. After committee members discussed some edits, Phillip motioned for approval, Jen seconded, and the committee approved the newsletter unanimously.

Webinar: Carrie shared that there will be a webinar on Assessment shown tomorrow, November 13th, in the Vice President's Conference Room 1147 from 1PM to 2PM. The webinar is by Marilee Bresciani and is titled "Outcomes-Based Program Review Still Relevant for Improving Student Success". Here is a link to information on the webinar:

[https://www1.taskstream.com/webinars/outcomes-based-program-review-webinar/?utm_source=pardot&utm_medium=email&utm_term=recording&utm_content=picture&utm_campaign=Marilee Bresciani Nov 2014 CBX Webinar](https://www1.taskstream.com/webinars/outcomes-based-program-review-webinar/?utm_source=pardot&utm_medium=email&utm_term=recording&utm_content=picture&utm_campaign=Marilee+Bresciani+Nov+2014+CBX+Webinar)

Conference Presentation: Carrie shared her Prezi presentation on our committee's work titled "Turning a Culture of Assessment to a Culture of Learning" that she recently presented at the recent NAEYC conference in Texas.

Vice-Chancellors Meeting: Jeff and Phillip spoke about the vice-chancellors meeting they recently attended. Jeff thanked the vice-chancellors for their support of assessment and asked for future expansion of unit assessment to more departments. Phillip discussed HWC's strong physical sciences program and asked for more lab space.

Unit Assessment Memo: Carrie shared a draft of a memo she plans on sending to President Margie Martyn and Dean Armen Sarrafian asking for more unit assessment positions. After a motion by Phillip and second by Loretta, the committee approved the memo unanimously. Carrie will send it out later this week.

Subcommittees: There was no time for subcommittees this week.

Adjournment and Approval of These Minutes: Carrie adjourned the meeting at 4:00 PM. These 11/12/2014 minutes were approved at the 11/19/2014 meeting after a motion by Phillip and a second by Jen.



Assessment Committee

Harold Washington College

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Secretary – Jeff Swigart, Mathematics



Unit Assessment Liaisons

Jen Asimow, Applied Sciences

Paul Wandless, Art and Architecture

Erica McCormack, Humanities

Minutes for 11/19/2014 (Approved)

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

Members Attending:

Jen Asimow – Applied Science

Margarita Chavez – ELL WL

Janette Gayle – Social Sciences

John Kieraldo – Library

Carrie Nepstad – Applied Science

Jeff Swigart – Mathematics

Phillip Vargas – Physical Science

Loretta Visomirskis – English

Paul Wandless – Art and Architecture

Agenda:

1. Intro, Apologies, and Previous Minutes
2. Assessment Times
3. Webinar
4. Conference Presentation
5. Vice Chancellors Meeting
6. Unit Assessment Memo

Intro, Apologies, and Previous Minutes: Carrie called the meeting to order at 3:04 PM. Cindy Cerrentano and of the Office of Instruction and Erica McCormack of Humanities sent their apologies. The 11/12/2014 minutes of last meeting were approved after a motion by Phillip and a second by Jen.

Information Literacy: Phillip shared there are just under 800 viable survey entries, which is 11% of the full-time student population. He also shared that the average score on the knowledge questions so far is 46%. Committee members discussed what this might mean, such as if the tool was too difficult or if our students need much more training in information literacy. They also suggested various changes, such as checking that the graphics work on phones, adding an item to specify dual-credit students, and taking off the item asking about library tours.

Webinar: Carrie shared that she and President Margie Martyn were the only attenders from our college of the webinar by Marilee Bresciani titled “Outcomes-Based Program Review Still Relevant for Improving Student Success”. She also shared that the webinar discussed many big-picture topics such as the changing accreditation system and the methods by which people learn.

Article: Carrie shared a selection from one of Linda Suskie’s books. Committee members then discussed various issues such as whether to use benchmarks, the importance of working toward the public good, and how to grow assessment from the grassroots rather than forced from the outside.

Subcommittees: There was no time for subcommittees this week.

Adjournment and Approval of These Minutes: Carrie adjourned the meeting at 4:00 PM. These 11/19/2014 minutes were approved over email on 11/20/2014 after a motion by Phillip and a second by Jen.



Assessment Committee

Harold Washington College

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Vice Chair – John Kieraldo, Library

Analyst – Phillip Vargas, Physical Science

Secretary – Jeff Swigart, Mathematics



Unit Assessment Liaisons

Jen Asimow, Applied Sciences

Paul Wandless, Art and Architecture

Erica McCormack, Humanities

Minutes for 12/3/2014 (Approved)

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

Members Attending:

Jen Asimow – Applied Science
Cindy Cerrentano – Academic Affairs
Margarita Chavez – ELL WL
Janette Gayle – Social Sciences
John Kieraldo – Library
Erica McCormack – Humanities
Carrie Nepstad – Applied Science
Jeff Swigart – Mathematics
Phillip Vargas – Physical Science
Loretta Visomirskis – English
Allan Wilson – Physical Science

Agenda:

1. Intro, Apologies, and Previous Minutes
2. Information Literacy Tool
3. Next Semester
4. Any Other Business

Intro, Apologies, and Previous Minutes: Carrie called the meeting to order at 3:04 PM. Paul Wandless of Art and Architecture sent his apologies. The 11/19/2014 minutes were approved after a motion by Phillip and a second by Jen.

Information Literacy Tool: Committee members completed the Information Literacy tool to assess their own information literacy skills as well as identify the perceived difficulty of each item. We then discussed some specific items that may have been too difficult for students. Carrie will enter our answers into a spreadsheet and later share the results.

Next Semester: Carrie proposed that next semester we reassess information literacy and oral communication each on a smaller scale after editing the tools according to recommendations. For oral communication, we would train faculty on the rubric and fine-tune our method for collecting data from the rubric and demographics sheet. For information literacy, we would look at different blocks of students including those who attend a library class, those who work on information literacy concepts in another class, and a baseline block. Committee members shared various concerns including that this may be too soon, that it may be too much like a pretest and posttest, and it may be too much to ask of faculty in too short of a time. Committee members also discussed the advantage of getting comparison data sooner than our cycle has allowed in the past.

Motions: Phillip motioned that the committee will edit the information literacy tool and administer it again this spring with a smaller sample. Allan seconded. The committee approved unanimously. Jeff motioned that the committee will edit the oral communication tool and administer it again this spring with a smaller sample. Allan seconded. The committee approved with 8 votes yes and 3 abstentions.

Any Other Business:

- *Webinar Link:* Carrie shared the link to Marilee Bresciani's webinar on Assessment: <https://www1.taskstream.com/webinars/outcomes-based-program-review-webinar/>
- *Assessment Times Student Editions:* John passed out the final draft to consider for edits.

Adjournment and Approval of These Minutes: Carrie adjourned the meeting at 4:00 PM. These 12/3/2014 minutes were approved over email on 12/18/2014 after a motion by Jen and a second by Cindy.