



Assessment Committee Harold Washington College



Chair - Jen Asimow, Applied Science
Vice Chair - Ray Tse, Physical Science
Analyst - Phillip Vargas, Physical Science
Secretary - Jeff Swigart, Mathematics

Minutes for 1/22/2014 (Approved) 3:00 PM to 3:50 PM in Room 1046

Members Attending:

Jen Asimow - Applied Science
Samar Ayesb - Physical Science
Margarita Chavez - ELL WL
John Kieraldo - Library
Erica McCormack - Humanities
Carrie Nepstad - Applied Science
Jeff Swigart - Mathematics
Ray Tse - Physical Science
Phillip Vargas - Physical Science
Loretta Visomirskis - English
Paul Wandless - Art and Architecture
Allan Wilson - Physical Science

Guests:

Rosie Banks - Office of Instruction
John Bragelman - Office of Instruction
Cindy Cerrentano - Social Sciences

Agenda:

1. Apologies for Absence
2. Approval of Minutes of Last Meeting
3. Welcome Back and Introductions
4. Plans for Spring 2014
5. Oral Communication Status
6. Human Diversity Status
7. ACRL Opportunity
8. Any Other Business
9. Subcommittee Time

Call to Order: Jen called the meeting to order at 3:01 PM.

Approval of Minutes of Last Meeting: The 12/4/2013 minutes were approved after a motion by Allan and a second by Loretta.

Welcome Back and Introductions: After everyone introducing themselves for the sake of the new people, Jen welcomed everyone back to a new semester. She would like to be considered interim chair as Carrie prepares to take over in the fall. She also shared that she sent an email to Armen to be forwarded to chairs asking for potential new committee members.

Plans for Spring 2014: Jen shared that the committee officers met last week to plan for the semester. The main tasks include dissemination of the Human Diversity report, analysis of the Oral Communication data, planning for the upcoming Information Literacy assessment, reviewing core documents, and continued work on discipline assessment.

Oral Communication Status: Phillip shared that he is currently organizing the packets of Scantrons. By next week he should have an estimate of the size of our sample.

Human Diversity Status: Jen shared that the only unfinished section of the final report is the recommendations section, so the Dissemination Subcommittee will discuss this over the coming weeks. Nikole Muzzy of public relations is interested in helping with dissemination of various aspects of the report, such as the data on LGBTQ.

ACRL Opportunity: Jen shared a memo from Jonathan Keiser at District about an opportunity to participate in a project by the ACRL (Association of College and Research Libraries) called "Assessment in Action: Academic Libraries and Student Success".

Any Other Business:

- *Core Documents:* Ray shared that he and his subcommittee will be reviewing the charge and adding another year onto the calendar.
- *Information Literacy:* Jeff shared that he and John K will work toward having a pilot ready by the end of the semester. This means an assessment must be found or written and approved by the committee by mid-semester.
- *CCSSE:* Jen shared that our college will be administering the Community College Survey of Student Engagement this semester. Although it is not in our direct purview, we will be giving our college's researcher George Calisto whatever support he needs.
- *Blackboard Reps:* Jen shared that at the recent district assessment meeting, Blackboard representatives shared potential ideas of using their software for assessment.
- *Ending Time:* Jen shared that since she teaches at 4:00PM, the meetings will be ending at 3:50PM this semester. Her goal is to take five minutes off of the initial discussion time and five minutes off the subcommittee time.

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

- **Core Documents:**
 - *Purpose:* Reviewing and updating core documents, such as the charge and calendar.
 - *Subcommittee Chair:* Ray
 - *Attendance Today:* Margarita, Ray, Rosie, Samar
 - *Discussion Today:* Members started working on the calendar, otherwise known as the Assessment Schedule, up through 2020.
- **Discipline/Unit Assessment:**
 - *Purpose:* Planning and implementation of assessments at the discipline/unit level.
 - *Subcommittee Chair:* Carrie
 - *Attendance Today:* Carrie, Erica, Paul
 - *Discussion Today:* Members discussed their goals for the semester as well as the upcoming presentation at Moraine Valley Community College.
- **Dissemination:**
 - *Purpose:* Dissemination of Diversity Assessment 2012 Report and other committee work.
 - *Subcommittee Chair:* Jen
 - *Attendance Today:* Allan, Cindy, Jen, Loretta
 - *Discussion Today:* Members worked on a plan for completion of the Human Diversity Report. They will all read the recommendations to make sure they agree with the data.
- **Information Literacy:**
 - *Purpose:* Preparation for Information Literacy Assessment 2014.
 - *Subcommittee Chair:* Jeff
 - *Attendance Today:* Jeff, John B, John K
 - *Discussion Today:* Members discussed the possibility of modifying the NILRC (Network of Illinois Learning Resources in Community Colleges) Assessment, specifically making it shorter and more up to date. During this week, John K will ask his NILRC contact for permission for us to modify while giving credit to them.
- **Oral Communication:**
 - *Purpose:* Analysis of the Oral Communication 2013 data.
 - *Subcommittee Chair:* Phillip
 - *Attendance Today:* Phillip
 - *Discussion Today:* Phillip continued organizing the Scantrons to prepare for running through the machine.

Adjournment: Jen adjourned the meeting at 3:50 PM. These 1/22/2014 minutes were approved at the 1/29/2014 meeting after a motion by Loretta and a second by Carrie.



Assessment Committee Harold Washington College



Chair - Jen Asimow, Applied Science
Vice Chair - Ray Tse, Physical Science
Analyst - Phillip Vargas, Physical Science
Secretary - Jeff Swigart, Mathematics

Minutes for 1/29/2014 (Approved) 3:00 PM to 3:50 PM in Room 1046

Members Attending:

Jen Asimow - Applied Science
 Samar Ayesh - Physical Science
 Margarita Chavez - ELL WL
 John Kieraldo - Library
 Erica McCormack - Humanities
 Carrie Nepstad - Applied Science
 Jeff Swigart - Mathematics
 Ray Tse - Physical Science
 Phillip Vargas - Physical Science
 Loretta Visomirskis - English
 Paul Wandless - Art and Architecture

Guests:

Rosie Banks - Office of Instruction
 John Bragelman - Office of Instruction
 Cindy Cerrentano - Social Sciences

Agenda:

1. Apologies for Absence
2. Approval of Minutes of Last Meeting
3. Status of Oral Communication Assessment
4. Recap of District Assessment Meeting
5. Recap of Meeting with Dean Sarrafian
6. ACRL Opportunity
7. Any Other Business
8. Subcommittee Time

Call to Order: Jen called the meeting to order at 3:01 PM.

Approval of Minutes of Last Meeting: The 1/22/2014 minutes were approved after a motion by Loretta and a second by Carrie.

Status of Oral Communication Assessment: Phillip shared that he is continuing to organize the packets of Scantrons. In fact, one packet had handwritten scores only, so he is transcribing those scores to Scantrons. He will have a sample size estimate by next week.

Recap of District Assessment Meeting: Jen shared a summary of the district assessment meeting on last Friday. A representative from Blackboard presented on additional capabilities such as portfolios, shared rubrics, and standards alignment. District is still deciding on whether or not to purchase these. Jen offered to use her students to pilot the portfolio capabilities. The meeting also involved a discussion regarding a potential formula for calculating total release time per college for assessment work, using the size of a college's student population as an input. Yet this formula did not make it through committee, so the next meeting will involve a discussion on alternatives. Our committee members then discussed various issues regarding release time, and Loretta shared a brief history of assessment work at Daley College during her time there.

Recap of Meeting with Dean Sarrafian: Jen shared about her meeting with Dean Armen Sarrafian about our requests for next year's budget due this Friday. She currently plans on asking for three more discipline assessment liaisons, money set aside for software and Scantron machines, and stipends for Summer 2015 special assignments. Jen will ask Armen when we will know for sure that budget items have been fully approved.

ACRL Opportunity: John shared that he has been reading about the opportunity from the Association of College and Research Libraries. He asked for one more week of research before presenting his opinion to the committee. Jeff will resend the original invitation to everyone to read.

Any Other Business:

- *Assessment Committee and CAST:* Jen shared that she would like some time next week to discuss how we can work with CAST (Committee on the Art and Science of Teaching) in more significant ways.

Subcommittees: Work began at 3:30 PM and lasted until the end of the meeting.

- **Core Documents:**
 - *Purpose:* Reviewing and updating core documents, such as the charge and calendar.
 - *Subcommittee Chair:* Ray
 - *Attendance Today:* Carrie, Margarita, Ray, Rosie, Samar
 - *Discussion Today:* Members discussed updating the assessment schedule, otherwise known as the calendar. Members also looked at the committee's current student learning outcomes.
- **Discipline/Unit Assessment:**
 - *Purpose:* Planning and implementation of assessments at the discipline/unit level.
 - *Subcommittee Chair:* Carrie
 - *Attendance Today:* Carrie, Erica, Paul
 - *Discussion Today:* Members met with Jen and discussed the reporting timeline to deans.
- **Dissemination:**
 - *Purpose:* Dissemination of Diversity Assessment 2012 Report and other committee work.
 - *Subcommittee Chair:* Jen
 - *Attendance Today:* Cindy, Erica, Jen, Loretta
 - *Discussion Today:* Members began to review the recommendations of the Human Diversity report.
- **Information Literacy:**
 - *Purpose:* Preparation for Information Literacy Assessment 2014.
 - *Subcommittee Chair:* Jeff
 - *Attendance Today:* Jeff, John B, John K
 - *Discussion Today:* John K will spend the next week picking his favorite multiple choice questions from the NILRC (Network of Illinois Learning Resources in Community Colleges) Assessment. He will also consider his opinion on whether or not we should include any open ended questions.
- **Oral Communication:**
 - *Purpose:* Analysis of the Oral Communication 2013 data.
 - *Subcommittee Chair:* Phillip
 - *Attendance Today:* Phillip
 - *Discussion Today:* Phillip continued organizing the Scantrons to prepare for running through the machine.

Adjournment: Jen adjourned the meeting at 3:50 PM. These 1/29/2014 minutes were approved at the 2/5/2014 meeting after a motion by Loretta and a second by Erica.



Assessment Committee Harold Washington College



Chair - Jen Asimow, Applied Science
Vice Chair - Ray Tse, Physical Science
Analyst - Phillip Vargas, Physical Science
Secretary - Jeff Swigart, Mathematics

Minutes for 2/5/2014 **(Approved)** 3:00 PM to 3:50 PM in Room 1046

Members Attending:

Jen Asimow - Applied Science
 Samar Ayesh - Physical Science
 Margarita Chavez - ELL WL
 John Kieraldo - Library
 Erica McCormack - Humanities
 Carrie Nepstad - Applied Science
 Jeff Swigart - Mathematics
 Ray Tse - Physical Science
 Loretta Visomirskis - English
 Paul Wandless - Art and Architecture
 Allan Wilson - Physical Science

Guests:

Rosie Banks - Office of Instruction
 Cindy Cerrentano - Social Sciences

Apologies:

Phillip Vargas - Physical Science
 John Bragelman - Office of Instruction

Agenda:

1. Apologies for Absence
2. Approval of Minutes of Last Meeting
3. Budget Update
4. CCSSE Update
5. ACRL Opportunity
6. Any Other Business
7. Subcommittee Time

Call to Order: Jen called the meeting to order at 3:01 PM.

Approval of Minutes of Last Meeting: The 1/29/2014 minutes were approved after a motion by Loretta and a second by Erica.

Budget Update: Jen shared about the responses she received from Dean Armen Sarrafian about the budget. Armen told her that the budget is approved in July, and so any guesses given before that time are simply guesses. Budget requests are due next week, so Jen will submit our same budget as last year including a request for three additional discipline assessment liaison roles and a new Scantron machine for room 1046.

CCSSE Update: Jen shared about her meeting with VP Margie Martyn and an intern Brittany. They discussed ideas regarding the 25-minute CCSSE survey (Community College Survey of Student Engagement) such as giving faculty the freedom to choose the survey time, avoiding Monday sections because of the snow days and holidays, oversampling in case some faculty do not do it, and getting any necessary help from our committee members.

ACRL Opportunity: John shared his views about the assessment opportunity from the Association of College and Research Libraries. It is a 14-month commitment with an application deadline of March 7th. There will be 100 teams chosen with each team consisting of a librarian and two other members. John feels that it sounds a bit daunting yet is also a good opportunity to bring our library into the work of assessment. He and two other librarians, Todd Heldt and Celia Perez, plan to continue to discuss whether or not to apply. He also felt that this would not be a replacement for our planned information literacy assessment this fall but would rather make a nice parallel. Jen suggested finding an administrator to connect with if we do apply.

Any Other Business:

- *Subcommittee Reports:* Jen would like to start collecting periodic subcommittee reports, starting next week.

- *CHEA Footer:* Since the new CHEA (Council for Higher Education Accreditation) award winners have been announced, Jen sent an email request through Jeff last week to all committee members and supporters asking them to remove their email footer about winning last year's CHEA award. There was some minor resistance to this request, with some members wanting to proudly keep their email footer indefinitely. Jen will look into CHEA's policies regarding this.

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

- **Core Documents:**
 - *Purpose:* Reviewing and updating core documents, such as the charge and calendar.
 - *Subcommittee Chair:* Ray
 - *Attendance Today:* Carrie, Margarita, Ray, Rosie, Samar
 - *Discussion Today:* Members tabled the calendar issue because of conflicting information. They instead looked at the March 2013 charge and will begin working to update that document.
- **Discipline/Unit Assessment:**
 - *Purpose:* Planning and implementation of assessments at the discipline/unit level.
 - *Subcommittee Chair:* Carrie
 - *Attendance Today:* Carrie, Erica, Paul
 - *Discussion Today:* Members met outside of committee time and continued work on individual projects.
- **Dissemination:**
 - *Purpose:* Dissemination of Diversity Assessment 2012 Report and other committee work.
 - *Subcommittee Chair:* Jen
 - *Attendance Today:* Cindy, Erica, Jen, Loretta
 - *Discussion Today:* Members started reading through the Human Diversity Report page by page, making sure that there are no mistakes. They have now edited the report up through page 15.
- **Information Literacy:**
 - *Purpose:* Preparation for Information Literacy Assessment 2014.
 - *Subcommittee Chair:* Jeff
 - *Attendance Today:* Jeff, John K
 - *Discussion Today:* Members discussed the outline of the assessment tool, which will likely include multiple choice knowledge questions, a small number of open-ended knowledge questions, attitudinal section, demographics, and an open-ended feedback opportunity.
- **Oral Communication:**
 - *Purpose:* Analysis of the Oral Communication 2013 data.
 - *Subcommittee Chair:* Phillip
 - *Attendance Today:* Did Not Meet
 - *Discussion Today:* Phillip gave his apologies today, so this subcommittee did not meet.

Adjournment: Jen adjourned the meeting at 3:50 PM. These 2/5/2014 minutes were approved at the 2/12/2014 meeting after a motion by Allan and a second by Samar.



Assessment Committee Harold Washington College



Chair - Jen Asimow, Applied Science
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Secretary - Jeff Swigart, Mathematics

Minutes for 2/12/2014 (Approved) 3:00 PM to 3:50 PM in Room 1046

Members Attending:

Jen Asimow - Applied Science
 Samar Ayesh - Physical Science
 Margarita Chavez - ELL WL
 John Kieraldo - Library
 Erica McCormack - Humanities
 Carrie Nepstad - Applied Science
 Jeff Swigart - Mathematics
 Ray Tse - Physical Science
 Phillip Vargas - Physical Science
 Loretta Visomirskis - English
 Paul Wandless - Art and Architecture
 Allan Wilson - Physical Science

Guests:

Rosie Banks - Office of Instruction
 John Bragelman - Office of Instruction
 Cindy Cerrentano - Social Sciences

Apologies:

None

Agenda:

1. Apologies for Absence
2. Approval of Minutes of Last Meeting
3. Oral Communication Analysis
4. Report from Meeting with Dean Sarrafian
5. Sub Committee Mini-Reports
 - a.) Core Documents
 - b.) Discipline/Department Assessment
 - c.) Human Diversity
 - d.) Information Literacy
6. Any Other Business

Call to Order: Jen called the meeting to order at 3:03 PM.

Approval of Minutes of Last Meeting: The 2/5/2014 minutes were approved after a motion by Allan and a second by Samar.

Oral Communication Analysis: Phillip shared that the sample size so far is 685 students. He still needs to fix some more Scantrons for various issues such as writing in pen. He also shared a graph of the breakdown of students by academic department.

Report from Meeting with Dean Sarrafian: Jen met with Dean Armen Sarrafian today to continue to discuss the budget. Potential requests include a special assignment for writing the oral communication report this summer, a special assignment for planning the information literacy assessment this summer, and the purchase of a new Scantron machine. Ray suggested asking for payment with release from registration hours if payment with money or class release time is rejected.

Subcommittee Mini-Reports:

- *Core Documents:* Ray shared that he and his subcommittee have been working on updating the charge. One question that has arisen involves what positions should be listed at the top of the minutes. At the beginning of this semester, Jeff began including the position of analyst along with the previously included positions of chair, vice chair, and secretary. Yet Robert's Rules of Order gives specific positions that can be considered officers, and analyst is not one of them. The committee discussed various options, such as designating a difference between officers and board members, as directed in Robert's Rules of Order. Paul and Rosie both shared about the importance of considering the audience of our minutes. The committee decided to stretch Robert's Rules of Order and simply consider our *committee leadership* as the four positions of chair, vice chair, analyst, and secretary.

- *Discipline/Department Assessment:* Carrie, Erica, and Paul shared that they have all collected their new round of data, and they now need Phillip to help with analysis. They are also preparing for their presentation next week's Assessment Fair at Moraine Valley Community College. Committee members then began discussing the relationship between our committee's discipline liaisons and the new program level initiative by our administration. The plan is for our liaisons will work with the content experts chosen by the administration for the initiative to determine program level outcomes that need to be measured. Jen shared that Armen mentioned this as well in their meeting today.
- *Human Diversity:* Jen shared that she and her subcommittee are very close to completion of the human diversity report, and their goal is to have a final draft ready to share with the committee in two weeks.
- *Information Literacy:* John K shared that he and Jeff have been working to trim down the NILRC (Network of Illinois Learning Resources in Community Colleges) tool to a 15 to minute smaller tool that fits our purposes, and NILRC has given their permission to do so. John K also shared that he would like to keep the goal of trying to have a pilot ready by the end of the semester.

Any Other Business:

- None

Subcommittees: There was no time for subcommittees this week.

Adjournment: Jen adjourned the meeting at 3:50 PM. These 2/12/2014 minutes were approved at the 2/19/2014 meeting after a motion by Allan and a second by Loretta.



Assessment Committee Harold Washington College



Chair - Jen Asimow, Applied Science
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Analyst - Phillip Vargas, Physical Science
Secretary - Jeff Swigart, Mathematics

Minutes for 2/19/2014 **(Approved)** 3:00 PM to 3:50 PM in Room 1046

Members Attending:

Jen Asimow – Applied Science
 Margarita Chavez – ELL WL
 John Kieraldo – Library
 Erica McCormack – Humanities
 Jeff Swigart – Mathematics
 Ray Tse – Physical Science
 Phillip Vargas – Physical Science
 Loretta Visomirskis – English
 Paul Wandless – Art and Architecture
 Allan Wilson – Physical Science

Guests:

None

Apologies:

Samar Ayesh – Physical Science
 Cindy Cerrentano – Social Sciences
 Carrie Nepstad – Applied Science

Agenda:

1. Apologies for Absence
2. Approval of Minutes of Last Meeting
3. Final Approval of the Human Diversity Report
4. Any Other Business
5. Subcommittees

Call to Order: Jen called the meeting to order at 3:03 PM.

Approval of Minutes of Last Meeting: The 2/12/2014 minutes were approved after a motion by Allan and a second by Loretta.

Final Approval of the Human Diversity Report: Committee members looked at each of the latest edits in the Human Diversity Report, making some final suggestions along the way. Allan motioned to approve it, seconded by Loretta. The committee approved the report unanimously.

Any Other Business:

- District Assessment Meeting: Jen attended a district assessment meeting last Friday, and she will debrief about it at our next meeting.
- State of the College: Jen will speak on behalf of our committee at this Friday's State of the College Meeting. She will include a request that the search committee for a new president will take into account support for assessment.
- Meeting with Dean Sarrafian: Jen will meet again with Dean Armen Sarrafian this Monday about the budget. Jeff and John asked for the special project for the Information Literacy summer pilot to be taken off of the budget since they believe they will be able to get it done this semester.
- Discipline Assessment: The discipline assessment liaisons are meeting electronically and via phone this week in preparation for their presentation at the Assessment Fair at Moraine Valley Community College this Friday. They are currently trying to figure out how to condense their presentations into the proper format. They will share a debrief about it at our next meeting.

Subcommittees: There was no time for subcommittees this week.

Adjournment: Jen adjourned the meeting at 3:50 PM. These 2/19/2014 minutes were approved at the 2/26/2014 meeting after a motion by Erica and a second by Margarita.



Assessment Committee Harold Washington College



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Analyst - Phillip Vargas, Physical Science
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Minutes for 2/26/2014 (Approved) 3:00 PM to 3:50 PM in Room 1046

Members Attending:

Jen Asimow - Applied Science
 Samar Ayesch - Physical Science
 Margarita Chavez - ELL WL
 John Kieraldo - Library
 Erica McCormack - Humanities
 Carrie Nepstad - Applied Science
 Jeff Swigart - Mathematics
 Ray Tse - Physical Science
 Phillip Vargas - Physical Science
 Loretta Visomirskis - English
 Paul Wandless - Art and Architecture
 Matthew Williams - ELL WL
 Allan Wilson - Physical Science

Guests:

John Bragelman - Office of Instruction

Apologies:

Rosie Banks - Office of Instruction, Dean
 Cindy Cerrentano - Social Sciences

Agenda:

1. Apologies for Absence
2. Approval of Minutes of Last Meeting
3. Moraine Valley Community College Assessment Fair
4. Meeting with Dean Sarrafian
5. District-Wide Assessment Meeting
6. Assessment Opportunity
7. Any Other Business
8. Subcommittee Time

Call to Order: Jen called the meeting to order at 3:03 PM.

Approval of Minutes of Last Meeting: The 2/19/2014 minutes were approved after a motion by Erica and a second by Margarita.

Moraine Valley Community College Assessment Fair: Carrie and Erica shared an overview of seminars they attended.

- Marilee Bresciani gave a keynote talk on how learning is messy and how faculty often fear assessment because it may show a need for improvement.
- Roxanne Munch from Joliet Junior College shared tips on how faculty can comment effectively on student writing.
- Kate Connor and Derek Lazarski from Truman College led a discussion about "power shots", which are short workshops for students on very specific topics that are commonly found difficult.

Meeting with Dean Sarrafian: Jen and Dean Armen Sarrafian discussed the following:

- There is a large amount of old hard copy assessment data that needs to be digitized.
- Jen shared the final version of the Human Diversity Report and discussed working with Nikole Muzzy to put student feedback quotes on the LCD screens around the building.
- Jen submitted the final summer budget.

District-Wide Assessment Meeting: Jen shared an overview of the recent meeting:

- Various faculty members shared about the Assessment Fair at Moraine Valley.
- Jane Reynolds from Malcolm X College shared about their assessment on best practices of office hours in relationship to student learning.
- Jennifer Jakob from Daley College shared about assessment of their new honors college.

- Purchase of the Blackboard portfolio module has been rejected by district, but some faculty members throughout district are still trying to at least get the outcomes module, as it would help greatly with assessment work.
- Committee members decided that release time for assessment work should not depend on the size of the college but rather that all colleges receive the same amount for a chair, vice chair, secretary, and analyst.

Any Other Business:

- *Assessment Opportunity:* Dr. Cecilia Lopez, former vice chancellor at district, asked Jen to share information on the 2014 Assessment Institute in Indianapolis this coming October.
- *Girl Scout Cookies:* Erica thanked Jen for bringing Thin Mints and Samoas.

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

- **Core Documents:**

- *Purpose:* Reviewing and updating core documents, such as the charge and calendar.
- *Subcommittee Chair:* Ray
- *Attendance Today:* Margarita, Ray, Samar
- *Discussion Today:* Members worked on updating the committee charge, specifically distributing the duties of the old position of Department Assessment Coordinator to other officers.

- **Discipline Assessment:**

- *Purpose:* Implementing assessments at the discipline/unit/department level.
- *Attendance Today:* Carrie, Erica, Jen, Paul
- *Discussion Today:* Members debriefed about Carrie's and Erica's Moraine Valley presentation as well as Jen's meeting with Dean Armen Sarrafian. Jen asked the others to consider how to make discipline assessment part of the Assessment Committee's charge as a whole.

- **Dissemination:**

- *Purpose:* Dissemination of Diversity Assessment 2012 Report and other committee work.
- *Subcommittee Chair:* Jen
- *Attendance Today:* Allan, Jen, Loretta
- *Discussion Today:* Members discussed pulling out important information from the diversity report for the LCD screens and a flyer.

- **Information Literacy:**

- *Purpose:* Preparation for Information Literacy Assessment 2014.
- *Subcommittee Chair:* Jeff
- *Attendance Today:* Jeff, John K
- *Discussion Today:* Members discussed John K's list of potential knowledge items. John B and John K will work over the following week to write potential attitudinal items.

- **Oral Communication:**

- *Purpose:* Analysis of the Oral Communication 2013 data.
- *Subcommittee Chair:* Phillip
- *Attendance Today:* Phillip
- *Discussion Today:* Phillip continued working on his data analysis.

Adjournment: Jen adjourned the meeting at 3:50 PM. These 2/26/2014 minutes were approved at the 3/5/2014 meeting after a motion by Carrie and a second by Loretta.



Assessment Committee Harold Washington College



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Secretary - Jeff Swigart, Mathematics

Minutes for 3/5/2014 (Approved) 3:00 PM to 3:50 PM in Room 1046

Members Attending:

Jen Asimow - Applied Science
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 Carrie Nepstad - Applied Science
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 Phillip Vargas - Physical Science
 Loretta Visomirskis - English
 Paul Wandless - Art and Architecture
 Allan Wilson - Physical Science

Apologies:

John Bragelman - Office of Instruction

Agenda:

1. Apologies for Absence
2. Approval of Minutes of Last Meeting
3. Structure of the Department Assessment Work and Department Liaisons in Relation to the Assessment Committee
4. Upcoming Calendar
5. Any Other Business
6. Subcommittee Time

Guests:

None

Call to Order: Jen called the meeting to order at 3:03 PM.

Approval of Minutes of Last Meeting: The 2/26/2014 minutes were approved after a motion by Carrie and a second by Loretta.

Structure of the Department Assessment Work and Department Liaisons in Relation to the Assessment Committee: Jen and Dean Sarrafian discussed the overall structure of the Assessment Committee now that it has an expanded component of departmental assessment and liaisons. Carrie suggested we call this component "Unit Level Assessment" and the faculty members continue to be called "Department Liaisons." The committee agreed that the Unit Level Assessment component will be a subcommittee of the Assessment Committee and will have a more limited charge that will be added to the Assessment Committee Charge as an addendum. The smaller charge will include the roles and responsibilities of the Unit Level Assessment subcommittee. The subcommittee will exist under the umbrella of college-wide general education assessment, but will not answer to it. The goal of this is to clarify the roles of each group. Allan motioned that we approve the writing of this sub charge as described, Carrie seconded, and the committee approved it unanimously.

Upcoming Calendar: Jen shared a calendar of meeting topics for rest of semester, and she asked for any additional topic requests to be sent to her.

Any Other Business:

- **Information Literacy:** Jeff and John K will finish the rough draft of the Fall 2014 tool and send it out to the committee by next Tuesday.
- **IUPUI Assessment Institute:** Phillip is planning to submit a proposal for presenting on our diversity assessment at the upcoming conference at Indiana University-Purdue University Indianapolis.

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

- **Core Documents:**
 - *Purpose:* Reviewing and updating core documents, such as the charge and calendar.
 - *Subcommittee Chair:* Ray
 - *Attendance Today:* Margarita, Ray, Samar
 - *Discussion Today:* Members continued editing the committee charge.

- **Dissemination:**
 - *Purpose:* Dissemination of Diversity Assessment 2012 Report and other committee work.
 - *Subcommittee Chair:* Jen
 - *Attendance Today:* Allan, Jen, Loretta
 - *Discussion Today:* Members began working through the student feedback quotes from the diversity assessment.

- **Information Literacy:**
 - *Purpose:* Preparation for Information Literacy Assessment 2014.
 - *Subcommittee Chair:* Jeff
 - *Attendance Today:* Jeff, John K
 - *Discussion Today:* Members discussed the remaining necessary tasks for finishing the rough draft of the tool, including choosing knowledge questions and writing attitudinal questions.

- **Oral Communication:**
 - *Purpose:* Analysis of the Oral Communication 2013 data.
 - *Subcommittee Chair:* Phillip
 - *Attendance Today:* Phillip
 - *Discussion Today:* Phillip continued working on his data analysis.

- **Unit Assessment:**
 - *Purpose:* Implementing assessments at the discipline/unit/department level.
 - *Attendance Today:* Carrie, Erica, Paul
 - *Discussion Today:* Members discussed a new rubric for ceramics, program level student learning outcomes for humanities, and a meeting schedule for the applied sciences.

Adjournment: Jen adjourned the meeting at 3:50 PM. These 3/5/2014 minutes were approved at the 3/12/2014 meeting after a motion by Carrie and a second by Allan.



Assessment Committee

Harold Washington College



Chair - Jen Asimow, Applied Science
Vice Chair - Ray Tse, Physical Science
Analyst - Phillip Vargas, Physical Science
Secretary - Jeff Swigart, Mathematics

Minutes for 3/12/2014 (Approved)
3:00 PM to 3:50 PM in Room 1046

Members Attending:

Jen Asimow - Applied Science
Samar Ayeshe - Physical Science
John Bragelman - Office of Instruction
Margarita Chavez - ELL WL
John Kieraldo - Library
Erica McCormack - Humanities
Carrie Nepstad - Applied Science
Jeff Swigart - Mathematics
Ray Tse - Physical Science
Phillip Vargas - Physical Science
Loretta Visomirskis - English
Paul Wandless - Art and Architecture
Allan Wilson - Physical Science

Guests:

None

Apologies:

Rosie Banks - Office of Instruction

Agenda:

1. Apologies for Absence
2. Approval of Minutes of Last Meeting
3. Updated Calendar
4. Nomination of Committee Leadership
5. Meeting with Dean Sarrafian
6. Information Literacy Tool Rough Draft
7. Any Other Business
8. Subcommittee Time

Call to Order: Jen called the meeting to order at 3:03 PM.

Approval of Minutes of Last Meeting: The 3/5/2014 minutes were approved after a motion by Carrie and a second by Allan.

Updated Calendar: Jen shared the updated topics list for our remaining meetings this semester.

Nomination of Committee Leadership: Jen nominated Carrie Nepstad for chair, John Kieraldo for vice chair, Phillip Vargas for analyst, and Jeff Swigart for secretary for the academic year of 2014-2015. Phillip seconded. The committee voted unanimously in favor.

Meeting with Dean Sarrafian: Jen discussed the pending budget and the information literacy tool draft in her bi-weekly meeting with Dean Sarrafian.

Information Literacy Tool Rough Draft: Jeff, John B, and John K shared their first rough draft of the tool to be used in Fall 2014. The knowledge section was adapted from NILRC (Network of Illinois Learning Resources in Community Colleges), while all other sections were either homemade or adapted from previous HWC tools. Committee members offered many edits. Jeff, John B, and John K will work on these edits and present another draft in a week or two.

Any Other Business:

- **CCSSE:** Some faculty in the CCSSE random sample are frustrated at being mandated to do it, and some of these faculty think our committee is responsible for this. Jen drafted a letter to faculty to explain how CCSSE works, and the committee discussed and edited it.
- **Diversity Updates:** Jen will send out a survey this week to vote on favorite diversity quotes for the LCD screens throughout the college. Also, Joe Hinton and one of Jen's former students will be interviewed by the Windy City Times regarding the diversity report.

Subcommittees: There was no time for subcommittees this week.

Adjournment: Jen adjourned the meeting at 3:50 PM. These 3/12/2014 minutes were approved at the 3/19/2014 meeting after a motion by Allan and a second by Phillip.



Assessment Committee Harold Washington College



Chair - Jen Asimow, Applied Science
Vice Chair - Ray Tse, Physical Science
Analyst - Phillip Vargas, Physical Science
Secretary - Jeff Swigart, Mathematics

Minutes for 3/19/2014 (Approved) 3:00 PM to 3:50 PM in Room 1046

Members Attending:

Jen Asimow - Applied Science
 Samar Ayesh - Physical Science
 John Kieraldo - Library
 Erica McCormack - Humanities
 Carrie Nepstad - Applied Science
 Jeff Swigart - Mathematics
 Ray Tse - Physical Science
 Phillip Vargas - Physical Science
 Matthew Williams - ELL WL
 Allan Wilson - Physical Science

Guests:

None

Apologies:

John Bragelman - Office of Instruction
 Margarita Chavez - ELL WL
 Loretta Visomirskis - English
 Paul Wandless - Art and Architecture

Agenda:

1. Apologies for Absence
2. Approval of Minutes of Last Meeting
3. Sub Committee Mini-Reports
 - a) Unit Level Assessment
 - b) Dissemination
 - c) Informational Literacy
 - d) Core Documents
 - e) Oral Communication
4. Any Other Business
5. Subcommittee Time

Call to Order: Jen called the meeting to order at 3:03 PM.

Approval of Minutes of Last Meeting: The 3/12/2014 minutes were approved after a motion by Allan and a second by Phillip.

Subcommittee Mini Reports:

- **Unit Level Assessment:** Carrie and Erica shared that they have a draft of the addendum to the committee charge. Jeff will email it out to committee members for suggestions.
- **Dissemination:** Jen shared the results of the survey regarding favorite diversity quotes for the LCD screens. She and her subcommittee are also working on a flyer.
- **Information Literacy:** Jeff shared that he and John have been editing the proposed tool for Fall 2014. They will continue to edit it over the rest of the week and send out the updated draft before next week's meeting.
- **Core Documents:** Ray shared about his updates to the charge, specifically about the issue of whether or not we should continue to list the position of Unit Level Assessment Coordinator. The committee discussed and decided that we would continue to list it.
- **Oral Communication:** Phillip shared some preliminary results from his Oral Communication analysis. There are very few significant correlations, and there is evidence that non-speech faculty members were unable to assess the student presentations in a fine-tuned manner. He will continue his analysis and give the committee updates in the coming weeks.

Any Other Business: None

Subcommittees: There was no time for subcommittees this week.

Adjournment: Jen adjourned the meeting at 3:50 PM. These 3/19/2014 minutes were approved at the 3/26/2014 meeting after a motion by Carrie and a second by Samar.



Assessment Committee

Harold Washington College

Chair – *Jen Asimow, Applied Science*
Vice Chair – *Ray Tse, Physical Science*
Analyst – *Phillip Vargas, Physical Science*
Secretary – *Jeff Swigart, Mathematics*



Minutes for 3/26/2014 (Approved)
3:00 PM to 3:50 PM in Room 1046

Members Attending:

Jen Asimow – Applied Science
Samar Ayesh – Physical Science
Cindy Cerrentano – Social Sciences
John Kieraldo – Library
Erica McCormack – Humanities
Carrie Nepstad – Applied Science
Jeff Swigart – Mathematics
Ray Tse – Physical Science
Phillip Vargas – Physical Science
Loretta Visomirskis – English
Paul Wandless – Art and Architecture
Matthew Williams – ELL WL

Agenda:

1. Apologies for Absence
2. Approval of Previous Minutes
3. Report of Jen’s Meeting with Dean Sarrafian
4. Unit Level Assessment Charge Addendum
5. Information Literacy Tool Updates
6. Any Other Business
7. Subcommittee Time

Apologies for Absence: Margarita Chavez of ELL WL and Allan Wilson of Physical Science.

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

Approval of Previous Minutes: The 3/19/2014 minutes were approved after a motion by Carrie and a second by Samar.

Report of Jen’s Meeting with Dean Sarrafian: All faculty in the CCSSE (Community College Survey of Student Engagement) random sample have completed it except for one faculty member who has been off of work ill and one faculty member who ignored it. Also, the summer budget has been approved, including the Scantron machine and Paul’s special assignment to modify the oral communication rubric for studio art critiques.

Unit Level Assessment Charge Addendum: The unit level assessment subcommittee has been working on edits. Another draft will be sent out next week for edits.

Information Literacy: Committee members discussed and edited the draft of the tool to be used in Fall 2014. There are three sections, including a section on student beliefs and behaviors, a knowledge section, and a demographics section. After another week or two of editing, the tool will likely be ready for a pilot just in time before the end of the semester.

Any Other Business:

- *Report from Jen of District Assessment Meeting:* At Friday’s district assessment meeting committee members discussed the definition of college readiness and whether the CCC definition matches the federal definition.
- *Science Assessment:* Tom Higgins is looking at various ideas for doing an overall science assessment that combines biology and physical science.
- *Assessment Times:* Ray asked that articles for the upcoming issue of our newsletter be sent to him as soon as possible.

Subcommittees: There was no time for subcommittees this week.

Adjournment and Approval of These Minutes: Jen adjourned the meeting at 3:50 PM. These 3/26/2014 minutes were approved at the 4/2/2014 meeting after a motion by Phillip and a second by John K.



Assessment Committee

Harold Washington College

Chair – *Jen Asimow, Applied Science*
Vice Chair – *Ray Tse, Physical Science*
Analyst – *Phillip Vargas, Physical Science*
Secretary – *Jeff Swigart, Mathematics*



Minutes for 4/2/2014 (Approved)
3:00 PM to 3:50 PM in Room 1046

Members Attending:

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

Agenda:

1. Apologies for Absence
2. Approval of Previous Minutes
3. Unit Level Assessment Charge Addendum
4. Assessment Times
5. Information Literacy Tool
6. Any Other Business
7. Subcommittees

Apologies for Absence: John Bragelman of the Office of Instruction, Cindy Cerrentano of Social Sciences , and Allan Wilson of Physical Science.

Call to Order: Jen called the meeting to order at 3:03 PM. We worked in subcommittees first. See the notes below.

Approval of Previous Minutes: The 3/26/2014 minutes were approved after a motion by Phillip and a second by John K.

Unit Level Assessment Charge Addendum: Committee members discussed the final draft of the new addendum to the committee charge regarding unit level assessment, especially the text about the coordinator position. Paul motioned to accept the addendum, Samar seconded, and the committee approved unanimously. Jen will show this to Dean Sarrafian.

Assessment Times: Ray has collected all the pieces for the latest edition of our newsletter, and now John K will organize them into a Publisher file by Monday evening of next week.

Information Literacy Tool: John K will do some more editing, and Jeff will send out the updated version to committee members next week. The plan is still to finish the tool and run a pilot before the end of the semester.

Any Other Business:

- *Art Assessment:* Paul shared that at the conference he recently attended some faculty from University of Northern Colorado was interested in his art assessment.
- *Future Meetings:* Jen shared that next week she hopes to approve and distribute the Assessment Times. She also hopes we can finish the diversity flyer and information literacy tool before the end of the semester. Finally, she will invite various administrators to join us for the unit level assessment presentation on April 30th.

Subcommittees: We worked from 3:05 to 3:30. Below are summaries from each subcommittee.

- **Core Documents:**
 - *Purpose:* Reviewing and updating core documents, such as the charge and calendar.
 - *Subcommittee Chair:* Ray
 - *Attendance Today:* Margarita, Ray, Samar

- *Discussion Today:* Members discussed the assessment schedule through 2020, the latest issue of the Assessment Times, and the updated charge.
- **Dissemination:**
 - *Purpose:* Dissemination of Diversity Assessment 2012 Report and other committee work.
 - *Subcommittee Chair:* Jen
 - *Attendance Today:* Jen, Loretta
 - *Discussion Today:* Members reviewed the human diversity flyer.
- **Information Literacy:**
 - *Purpose:* Preparation for Information Literacy Assessment 2014.
 - *Subcommittee Chair:* Jeff
 - *Attendance Today:* Jeff, John K
 - *Discussion Today:* Members applied some edits based on specific advice from Carrie and Phillip.
- **Oral Communication:**
 - *Purpose:* Analysis of the Oral Communication 2013 data.
 - *Subcommittee Chair:* Phillip
 - *Attendance Today:* Phillip
 - *Discussion Today:* Phillip continued working on his data analysis.
- **Unit Level Assessment:**
 - *Purpose:* Implementing assessments at the discipline/unit/department level.
 - *Attendance Today:* Carrie, Erica, Paul
 - *Discussion Today:* Paul is running his assessment Art 131 using a Phil-approved spreadsheet. Erica met with the humanities department, and they are working on norming the music performance tool. Carrie has updated the writing webpage and has revised the writing rubric.

Adjournment and Approval of These Minutes: Jen adjourned the meeting at 3:50 PM. These 4/2/2014 minutes were approved at the 4/9/2014 meeting after a motion by Phillip and a second by John K.



Assessment Committee

Harold Washington College

Chair – *Jen Asimow, Applied Science*
Vice Chair – *Ray Tse, Physical Science*
Analyst – *Phillip Vargas, Physical Science*
Secretary – *Jeff Swigart, Mathematics*



Minutes for 4/9/2014 (Approved)
3:00 PM to 3:50 PM in Room 1046

Members Attending:

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

Agenda:

1. Apologies for Absence
2. Approval of Previous Minutes
3. Jen’s Meeting with Dean Sarrafian
4. Review and approve the Assessment Times
5. Review and approve the Human Diversity Flyer
6. Information Literacy Tool Update
7. Any Other Business
8. Subcommittees

Apologies for Absence: None

Call to Order: Jen called the meeting to order at 3:03 PM.

Approval of Previous Minutes: The 4/2/2014 minutes were approved after a motion by Phillip and a second by John K.

Jen’s Meeting with Dean Sarrafian: They discussed Unit Level Assessment, specifically the coordinator position which will stay on the charge but remain unfilled for now. They also discussed distribution of the full human diversity report and the quotes for the LCD screens being worked on by Nikole Muzzy. Finally, Jen invited Dean Sarrafian along with any other interested administrators to attend our last meeting of the semester.

Assessment Times: John K passed around copies of the final draft, and committee members offered edits. Loretta motioned to approve the document, Allan seconded, and the committee approved unanimously. John will now send it out as a PDF file.

Human Diversity Flyer: Jen passed around copies of the final draft, and committee members offered edits. Jen will work on it for another week or two before asking again for approval.

Information Literacy Tool: Some committee members stayed after the meeting to help with final edits. A couple of days later over email Carrie motioned to approve the document as ready for the pilot while leaving the option open for future edits before the fall assessment. Phillip seconded, and the committee approved unanimously.

Any Other Business: None

Subcommittees: There was no time for subcommittees this week.

Adjournment and Approval of These Minutes: Jen adjourned the meeting at 3:50 PM. These 4/9/2014 minutes were approved at the 4/23/2014 meeting after a motion by Loretta and a second by Phillip.



Assessment Committee

Harold Washington College

Chair – *Jen Asimow, Applied Science*
Vice Chair – *Ray Tse, Physical Science*
Analyst – *Phillip Vargas, Physical Science*
Secretary – *Jeff Swigart, Mathematics*



Minutes for 4/23/2014 (Approved)
3:00 PM to 3:50 PM in Room 1046

Members Attending:

Jen Asimow – Applied Science
Samar Ayesh – Physical Science
Cindy Cerrentano – Social Sciences
Margarita Chavez – ELL WL
John Kieraldo – Library
Erica McCormack – Humanities
Carrie Nepstad – Applied Science
Ray Tse – Physical Science
Phillip Vargas – Physical Science
Loretta Visomirskis – English
Paul Wandless – Art and Architecture

Agenda:

1. Apologies for Absence
2. Approval of Previous Minutes
3. Preparation for Next Week
4. Year-End Report
5. Human Diversity Flyer
6. Subcommittee Mini-Reports
7. Any Other Business
8. Subcommittee Time

Apologies for Absence: Jeff Swigart of Mathematics, Allan Wilson of Physical Science

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

Substitute Secretary: John K substituted as secretary and took minutes for this meeting.

Approval of Previous Minutes: The 4/9/2014 minutes were approved after a motion by Loretta and a second by Phillip.

Preparation for Next Week: The first five minutes of our next meeting will be spent approving the minutes and Jen sharing an overview of our work throughout this semester. Then Carrie, Erica, and Paul will present for about fifteen minutes. Some committee members will bring refreshments.

Year-End Report: Jen wrote the draft over break and has identified volunteers to review it for basic editing. She will email it out around the end of the semester to be voted on over email.

Human Diversity Flyer: Orange was chosen as the main color, complemented by grey and black. Loretta motioned to approve the flyer in its current form, and Carrie seconded. Jen reported that the LCD project has not progressed but has assurances from the 11th floor that it will be completed by open registration.

Subcommittee Mini-Reports:

- **Core Documents:** Ray shared that after considering the charge, there will be no change to it except adding the sub-charge for Unit Level Assessment as an addendum. Jen will send the approved version of the sub-charge to Ray to be added to the main charge. Samar motioned to approve leaving the charge as-is for now, and Phillip seconded. The committee tabled approval of the calendar until the fall.
- **Dissemination:** Jen shared that she is receiving data from Phil and has also been speaking with Nikole Muzzy about the Human Diversity Assessment Data dissemination.
- **Information Literacy:** John K showed the final draft of the online tool on Google Docs, and he asked for volunteers for the pilot. Volunteers should ask students to put comments in the final textbox such as how long the test took. Jen and Carrie committed to offering the pilot as extra credit for one of their courses.
- **Oral Communication:** Phillip shared an overview of his analysis so far.

Unit-Level Assessment: Carrie shared that she has discussed the possibility of creating videotaped interviews with the other Department Liaisons in order to inform the rest of the HWC community about what they are doing.

Any Other Business

- **Thanks:** Jen expressed thanks to the committee for the work of this semester. The committee also thanked Jen.
- **Newspaper Article:** Margarita shared that she read a Tribune article by Barbara Brotman including a quote from Jen. Here is the link:

http://articles.chicagotribune.com/2014-04-07/news/ct-reading-nook-brotman-talk-0407-20140407_1_nook-dewey-decimal-system-outdoors

Subcommittees: There was no time for subcommittees this week.

Adjournment and Approval of These Minutes: Jen adjourned the meeting at 4:00 PM. These 4/23/2014 minutes were approved at the 4/30/2014 meeting after a motion by Loretta and a second by Phillip.