



Assessment Committee

Harold Washington College

Committee Officers

Carrie Nepstad (Chair), John Kieraldo (Vice Chair),
Phillip Vargas (Analyst), Jennifer Asimow (interim Secretary)



Unit Assessment Officers

Erica McCormack (Vice Chair, Unit Level Assessment & Humanities Liaison)
Jen Asimow (Applied Science Liaison), Terri Campbell (Business Liaison),
Fernando Miranda-Mendoza (Math and CIS Liaison),
Paul Wandless (Art and Architecture Liaison), Allan Wilson (Physical Science Liaison)

Minutes for 9/2/2015

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

Members Attending:

Jen Asimow – Applied Science
Aigerim Bizhanova - Biology
John Kieraldo – Library
Erica McCormack – Humanities and Music
Fernando Miranda-Mendoza – Math and CIS
Carrie Nepstad – Applied Science
Amy Rosenquist – English
Ray Tse – Physical Science
Phillip Vargas – Physical Science
Paul Wandless – Art and Architecture

Agenda:

1. Intro, Apologies
2. Announcements
3. Reflections from FDW
4. The Plan for 2015-2016
5. Closing the Loop
6. Carrie's Radical Idea

Intro, Apologies, and Previous Minutes: Carrie called the meeting to order at 3:00 PM. Carrie welcomed everybody to the new semester and the first assessment meeting of the year.

Announcements: Carrie and Phil will be presenting at the Assessment Institute in Indianapolis, in October. They will be presenting data associated with the assessment work that is being done at HWC.

Dr. Michael Heathfield has been invited to a University in Guadalajara, Mexico to speak about Assessment and our experiences receiving the CHEA Award.

Reflections from FDW:

Carrie discussed her assessment presentation at FDW that was focused primarily on *closing the loop*. She distributed a handout (see attached) with ideas from faculty about their ideas and reactions from different recommendations from past assessments. Carrie pointed out that attendees had many ideas or *takeaways* from the session about things they can do in their own classes. She felt there was real interest amongst faculty about using the recommendations. Carrie wants to follow up with faculty and think of ways to share these ideas with more faculty/stakeholders.

Paul felt there was a lot of energetic discussions about effective use of the recommendations. He thought the long format worked well and the participants were very interested in the topic.

Ray said that it might be good to follow up with CAST. Amy said that it demystified the work of assessment and Fernando felt that it reassured faculty about how assessment is done and used at HWC.

Carrie attended a CAST meeting and it looks like there might be available time to work with them and incorporate assessment sessions into CAST sessions.

Ray suggested that Carrie speak at the State of the College. Amy thinks we should make the assessment time at FDW a regular event. Paul said the timing might be good at the State of the College since faculty will remember the session at FDW.

Carrie will ask Margie about the State of the College.

The Plan for This Year:

Carrie suggested that there could be 3 subcommittees this year

1. Unit-Level Assessment
2. General Education Assessment/Natural Sciences Assessment
3. Closing the Loop

Carrie will ask each department about committee representation to ensure cross-campus representation.

Closing the Loop:

Carrie suggested the following:

A special edition of the Assessment Times that focuses solely on *Closing the Loop*. Everyone on the committee could write something, big or small, to include in the edition about their own experiences with the recommendations or their experiences with Assessment. The group felt that this was a good idea. The subcommittee will begin focusing on this special edition.

Ray suggested the use of the LCD screens. The committee revisited some ideas about how they can be used and how to approach the new marketing person, Ariel Ferreira, about helping us.

Carrie presented a radical idea!

She wants each of us to reach out to one person who wrote ideas about the recommendations at FDW. She would like for each of us to send an email to our people by next week. Carrie will send this out electronically. She is also reaching out to all of the people on the list to share the document and to get their agreement about sharing their thoughts.

Carrie Nepstad chose Brandon Pendleton and Mr. K.

Allan Wilson chose LaNisha Thomas

John Kieraldo chose Elizabeth Greer

Paul Wandless chose Anthony Escudro

Phil Vargas chose Chris Sabino

Amy Rosenquist chose Amelia Lopez

Ray chose Bill Byrne

Aigerim chose Bara Sarraj

Ray Tse chose Bill Byrne

Jen Asimow chose Sunny Seres and Rosie Banks

Erica McCormack chose Mick Laymon and Tony Florez

Fernando Miranda-Mendoza chose Joe Hinton

Subcommittee:

The Unit-Level liaisons checked in and articulated the next steps for unit-level project. Upcoming changes to unit-level assessment were discussed, primarily concerning administrative-level decisions beyond the control of the faculty.

AOB – Carrie and Jen are teaching a class at 4PM so the meeting will adjourn by then each week.

Adjournment and Approval of These Minutes: Carrie adjourned the meeting at 3:55 PM. These 9/2/2015 minutes were approved on 9/16/2015 after a motion by _Phil_ and a second by ___Ray____.

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Paul Wandless (Art and Architecture Liaison), Allan Wilson (Physical Science Liaison)

Minutes for 9/9/2015

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

Members Attending:

Jen Asimow – Applied Science
Aigerim Bizhanova - Biology
John Kieraldo – Library
Erica McCormack – Humanities and Music
Fernando Miranda-Mendoza – Math and CIS
Carrie Nepstad – Applied Science
Amy Rosenquist – English
Ray Tse – Physical Science
Phillip Vargas – Physical Science
Willard Moody – English
Loretta Visomimiskis – English
Yev Lapik – Biology

Agenda:

1. Approval of meeting minutes 9/2/2015
2. Discuss the Handbook revision
3. Calendar
4. Prep for meeting with Armen and Department Chairs meeting
5. General Education updates
6. Sub-Committee Time

Intro, Apologies, and Previous Minutes: Carrie called the meeting to order at 3:04 PM. Apologies from Paul. Minutes from 9/2/2015 were tabled until 9/16/2015.

Assessment Handbook: Carrie would like to update the handbook to ensure that it is in good shape before she steps down as Chair. There is an original handbook that should be accepted as an approved document. Once approved, we can make changes. Carrie asked the group which aspects of our assessment system should definitely be in the handbook, what can come out, and what needs updating?

The following is a list of ideas generated by the committee to answer the questions above.

- What are the drop dead components of our assessment systems that should be included?
- Ray feels that the Closing the Loop section is most important.
- Phil asked if there is a description of the assessment process we do at HWC? Carrie says that that piece is already dated.
- How are tools chosen? Why?
- Should these things be in a checklist? Could it be in a calendar? In the current handbook the prior assessments are detailed so they are good as a record but not general enough to be useful.
- Erica suggested a larger scale calendar so all of the different moving pieces are described with zoomed in areas that provide detail.
- The current calendar does not have the Closing the Loop section.
- Erica suggested a shared vocabulary list so new people know what our assessment language is.
- John suggested a narrative of the history of assessment at HWC.
- Practical advice for committee members – bringing people to the committee, encouraging participation, the role of administration, our role in departmental assessment, the IRB.
- The charge describes the structure and responsibilities of the Assessment Committee and the handbook should describe the way we make those things happen.
- What do we expect from members? How much work and participation? Dispel some myths.
- This is a long-term project with a goal for a completion date in the spring.

The Calendar:

Carrie presented this semester's calendar. The first point of discussion was the new and special edition of the Assessment Times dedicated to Closing the Loop. Each member of the assessment committee is being asked to write something about how they have used assessment information in their practice. This piece can be large or small, and does not have to follow a pattern. Anything goes. Committee members can also include our discussions with assessment pen pals.

Dates were set for the drafts of both the Assessment Times Special Edition and the Assessment Times. The Natural Sciences Assessment was discussed as well. The calendar will continue to be updated and is available in our Assessment Committee group documents.

Meeting with Armen:

Carrie is meeting with Armen tomorrow, Thursday September 10th at 1PM. They will set up future meetings at that time. Carrie asked the group if there was anything they wanted her to ask Armen? Carrie will ask about Special Assignments for the spring. Carrie will also ask about another data analyst.

AOB: Carrie reported that they are reviving the district-wide assessment meeting. They are offering a call-in option. Carrie will try and get a sense of where the district is going with assessment. They will be run by a man named Keith Woresh from the district office who is working with Jonathan Keiser. They are putting together places for shared materials across the assessment committees from all of the colleges.

Carrie reminded us of the new pen pal program.

She also reiterated the subcommittee descriptions from last week. We will only have 3 subcommittees this semester: Closing the Loop, Unit-Level Assessment, and General Education.

Adjournment and Approval of These Minutes: Carrie adjourned the meeting at 3:45 PM. These 9/9/2015 minutes were approved on ??/??/???? after a motion by _Erica_____ and a second by ___Phil_____.



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Fernando Miranda-Mendoza (Math and CIS Liaison),
Paul Wandless (Art and Architecture Liaison), Allan Wilson (Physical Science Liaison)

Minutes for 9/16/2015

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

Members Attending:

Jen Asimow – Applied Science
Aigerim Bizhanova - Biology
John Kieraldo – Library
Erica McCormack – Humanities and Music
Fernando Miranda-Mendoza – Math and CIS
Carrie Nepstad – Applied Science
Amy Rosenquist – English
Ray Tse – Physical Science
Phillip Vargas – Physical Science
Willard Moody – English
Loretta Visomirskis – English
Yev Lapik – Biology
Janette Gayle – Social Sciences
Paul Wandless – Art and Architecture
Allan Wilson – Physical Science

Agenda:

- Review and approve the minutes for from 9/2/2015 and 9/9/2015
- Updates from District-wide Assessment
- Information Literacy
- Quick check-in with the semester calendar
- Subs

Intro, Apologies, and Previous Minutes: Carrie called the meeting to order at 3:03 PM. Margarita Chavez sent her apologies for the rest of the semester as she has a teaching conflict.

Carrie:

Carrie and John met with Armen last week. They plan to set up future meetings so Erica can attend. Carrie gave Armen updates from FDW, Closing the Loop, and the New Assessment Times Special Edition. Carrie requested an additional Data Analyst be added to the committee, as well as additional unit-level liaisons. Armen said it was possible but he had to look at the budget. They discussed the Assessment Institute coming up and Margie suggested that someone attend the CHEA Institute in January.

CHEA 2016 Annual Conference

January 25 (evening) - 27, 2016
Capital Hilton Hotel
Washington, DC

Program SLOs were discussed in the meeting with Armen and they came up again at the department chairs' meeting, and then again at the district-wide assessment meeting. Carrie would like the Assessment Committee to be more involved in this process rather than apart from it.

Carrie has been asked how we plan to scale Closing the Loop to the college. Carrie thinks there are aspects of the system that may be scalable but in its entirety, it is more difficult. She thinks that much of the Unit-Level system may be scalable to entire departments or units, but a lot of what we do is on a much smaller scale.

What does "to scale" mean in terms of our work? Where is the data that demonstrates change at an

institutional level?

Amy suggested a discrete trial training model where we can demonstrate the small changes that we all made. Jen suggested that we come up with target increases over the next few years.

Carrie attended the Department Chairs meeting where she gave updates to the assessment work that is happening.

Carrie attended the District-Wide Assessment meeting on Friday. There was representation from across the district. Everyone is focusing on different aspects of assessment with different methodology. Carrie asked about the purpose of the meeting from Keith Werosh. What is the "District-Wide Assessment Initiative?" Keith said that this is being developed currently. Keith asked Carrie to upload the following documents to the District-Wide Assessment shared site called "college workspaces."

There are 6 folders.

1. Assessment Committee Folder-Current structure for the committee, meeting schedule, chage/bylaws.
2. Assessment Cycles Folder: Calendars
3. 3 Outcomes Folders: Learning Outcomes/Program Outcomes/Course Outomes
4. Mission Statement Folder – Program Mission Statements

Carrie is not going to mandate PLOs across the college. If a mandate comes from HLC or the District, we will support that effort. In order to prepare for the HLC visit, resources will need to be allocated to support this work.

Carrie thinks we should participate in the process as we participate in the Unit-Level Assessment. Carrie wonders if perhaps more of the Unit-Level work should focus on PLOs. Paul feels that this should be separate this from the committee work since it requires departmental expertise. We will come back to this conversation later in the semester as it becomes clearer.

Programs are defined as any series of courses that result in a certificate or a degree. The SLOs for the AA and AS degrees are assessed by the Assessment Committee.

Subcommittee Time:

Unit – Level Assessment

Liaisons shared their weekly schedule for the semester and discussed the current stage and challenges of each project.

General Education

Phil presented a second round of analyses of the Information Literacy data and we discussed possible interpretations and recommendations.

Adjournment and Approval of These Minutes: Carrie adjourned the meeting at 3:45 PM. These 9/16/2015 minutes were approved 9/23/2015 after a motion by Ray and a second by Loretta.



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Unit-Level Assessment Officers

Erica McCormack (Humanities Liaison)
Jen Asimow (Applied Science Liaison), Terri Campbell (Business Liaison),
Fernando Miranda-Mendoza (Math and CIS Liaison),
Paul Wandless (Art and Architecture Liaison), Allan Wilson (Physical Science Liaison)

Minutes for 9/23/2015

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

Members Attending:

Jen Asimow – Applied Science
John Kieraldo – Library
Erica McCormack – Humanities and Music
Fernando Miranda-Mendoza – Math and CIS
Carrie Nepstad – Applied Science
Amy Rosenquist – English
Ray Tse – Physical Science
Willard Moody – English
Loretta Visomirskis – English
Yev Lapik – Biology
Paul Wandless – Art and Architecture
Allan Wilson – Physical Science

Agenda:

- Review and approve minutes from 9/16
- Student representative
- Information Literacy analysis and recommendations
- Closing the Loop special edition
- Annual Report
- Subs

Intro, Apologies, and Previous Minutes: Carrie called the meeting to order at 3:03 PM. Phil and Aigerim sent their apologies

Carrie:

Dean Cerrentano has found a student who would like to participate on the Assessment Committee this year. Carrie will follow up with her.

Information Literacy Analysis:

Phil completed some analysis of the Information Literacy Data last semester and just recently completed more analysis. He thinks that there may be some questions about the validity of the Information Literacy Assessment but has found that it may be a good way to assess the outcomes for English 102. We need to examine this further.

Closing the Loop Assessment Times Special Edition:

Carrie reminded the group that our pieces for the Assessment Times Special Edition were due today. Committee members can write whatever they want about how they have used any assessment recommendations in their teaching from either/both unit-level assessment or general education assessment. This special edition will be printed on special paper with a new layout but will include the old brand. Carrie asked the group if they were all clear on the project. Hard copies can go to Willard for editing as they come in. Carrie has asked for a hard deadline this Saturday, September 26th.

Annual Report:

Carrie is still working on it. She will send it out once there is a solid draft version for review, edit and approval.

Sub Committees:

There are 3 subcommittees this semester.

Closing the Loop- This group, led by Carrie Nepstad, will focus on all of the other projects: Marketing and getting the word out about assessment recommendations, the Assessment Times and the Assessment Times Special Edition, Communicating with Chairs or other stakeholders, how to make use of the spring semester, and how to partner with CAST.

Loretta

Ray

General Education – This group will be led by Joh Kieraldo with Phil's help. They will be executing the Natural Sciences Assessment this semester. In addition, this group will be looking at the Information Literacy data analysis as it comes in.

Yev

Amy

Unit-Level – This group is led by Erica McCormack and they will continue their work as usual.

Carrie asked that each member of each group think about what pieces they want to contribute to the Handbook.

AOB:

Amy suggested that we participate in a CAST session next Tuesday at 2PM to talk about *Closing the Loop*. Carrie asked for volunteers to come. Erica and Allan volunteered.

Subcommittee Time:

Unit – Level Assessment

Participants discussed some troubleshooting solutions for distributing and implementing assessments to avoid problems that others have occasionally encountered.

General Education

Participants reviewed the Charge of the subcommittee, the process of enlisting instructor volunteers, as well as the parameters for student participants.

They confirmed that the Natural Sciences Assessment will take place Week # 12. They plan to develop a timeline of the necessary steps beginning next week, when Phil returns.

They discussed some ideas for how to review the Informational Literacy results and respond.

Closing the Loop:

This group discussed the Assessment Times Special Edition and other ways to “close the loop” this semester.

Adjournment and Approval of These Minutes: Carrie adjourned the meeting at 3:55 PM. These 9/23/2015 minutes were approved on 9/30/2015 after a motion by Loretta and a second by Paul.



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Jen Asimow (Applied Science Liaison), Terri Campbell (Business Liaison),
Fernando Miranda-Mendoza (Math and CIS Liaison),
Paul Wandless (Art and Architecture Liaison), Allan Wilson (Physical Science Liaison)

Minutes for 9/30/2015

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

Members Attending:

Jen Asimow – Applied Science
Aigerim Bizhanova - Biology
John Kieraldo – Library
Erica McCormack – Humanities and Music
Fernando Miranda-Mendoza – Math and CIS
Carrie Nepstad – Applied Science
Ray Tse – Physical Science
Loretta Visomirskis – English
Yev Lapik – Biology
Willard Moody- English
Paul Wandless – Art and Architecture
Allan Wilson – Physical Science

Agenda:

- Review and approve minutes from 9/23
- Updates
- Information Literacy Updates
- Assessment Times Special Edition
- Subs

Intro, Apologies, and Previous Minutes: Carrie called the meeting to order at 3:04 PM. The minutes from 9/23/2015 were approved. Amy Rosenquist sent her apologies.

Carrie:

Updates:

John Kieraldo will represent the Assessment Committee at the Department Chairs' meeting.

Carrie will not be here next week due to a Child Development Accreditation Visit for NAEYC. The meeting will go on as usual. Carrie will send the agenda.

There was a CAST Session yesterday that focused on the Closing the Loop process. Allan reported that the meeting went well. They discussed Oral Communication; ensuring faculty encourage students to participate and speak in class. They then discussed the Information Literacy Assessment and Written Communication Assessment. Faculty shared that they experience many of the same problems with student performance and assessment.

Carrie will be speaking at the NAEYC conference in November about the Applied Science's Writing Assessment.

Information Literacy Updates:

Phil reminded the group that last semester we had 3 separate groups complete the Information Literacy Assessment.

1. Do-Nothing Group
2. Do-Something Group

3. Take the Information Literacy Class Group

He found that the tool is heavily dependent on the students who have taken English 102 course. There is a correlation between performance on the assessment and the skills learned in English 102. Unfortunately, there is not a lot of revealing information from the assessment.

For the future, we need a larger group and to reexamine the tool to look for overlaps with skills learned in 102. Another possible change could be to go back to open-ended questions to see if that works better.

Carrie asked that this conversation continue in the Gen Ed subcommittee.

Assessment Times Special Edition:

Carrie has a large selection of pieces for the paper. She will put it together in a document for Willard to edit. John is speaking to David Locke about the layout, etc.

Erica asked if the document containing all of the recommendations could be posted to the website.

Subs:

Gen Ed:

A discussion continued about the takeaways from the fall 2014/spring 2015 Information Literacy Assessment. They planned on writing a piece for the Assessment Times. Phil will send the bullet points to John and he will write it from those. The group felt that they are in a good position to execute a more effective survey for Information Literacy the next time. They realized that they used an outdated tool that was somewhat modified in an ad hoc manner. They will collaborate with English 102 to look for areas of overlap. Next week, they plan to concentrate on the Natural Sciences Assessment.

Unit-Level Assessment:

Group members updated each other on their respective projects. Each member provided advice to one another about how to learn from the pilots and how to move forward.

Closing the Loop:

They discussed the process of proofreading the documents that have come in for the Assessment Times Special Edition. Willard will proof read the pieces before next week.

Adjournment and Approval of These Minutes: Carrie adjourned the meeting at 4:00PM. These 9/30/2015 minutes were approved on 10/4/2015 after a motion by Phil and a second by Loretta.



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Unit-Level Assessment Officers

Erica McCormack (Humanities Liaison)
Jen Asimow (Applied Science Liaison), Terri Campbell (Business Liaison),
Fernando Miranda-Mendoza (Math and CIS Liaison),
Paul Wandless (Art and Architecture Liaison), Allan Wilson (Physical Science Liaison)

Minutes for 10/7/2015

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

Members Attending:

Jen Asimow – Applied Science
John Kieraldo – Library
Erica McCormack – Humanities and Music
Fernando Miranda-Mendoza – Math and CIS
Ray Tse – Physical Science
Loretta Visomirskis – English
Yev Lapik – Biology
Willard Moody- English
Paul Wandless – Art and Architecture
Allan Wilson – Physical Science
Amy Rosenquist - English
Cindy Cerrentano-Academic Affairs
Phillip Vargas – Physical Science

Agenda:

- Approval of Minutes, Apologies
- Closing the Loop – Need Titles for Articles
- Updates from Unit-Level Assessment
- If Time Permits- Plans for Leadership for Next Year
- Subs

Intro, Apologies, and Previous Minutes: Erica called the meeting to order at 3:04 PM. The minutes from 9/30/2015 were approved. Carrie Nepstad, Aigerim Bizhanova and Ray Tse sent their apologies.

Updates:

Erica and John will run today's meeting in Carrie's absence.

Assessment Times Special Edition:

Thanks to Willard for editing the articles. Each writer can submit their own titles to Carrie and she will then send the edited entries back to everyone. Feel free to cc John on these.

Unit-Level Updates:

Erica asked that each of the liaisons speak for a minute about their projects.

Allan Wilson-Physical Science

They started the semester asking that each class give a pretest. They have about 100% participation. Allan collected the results and is entering the results. They are also working on IAI approval for Next, they will be looking to see what the pretests reveal.

Fernando Miranda-Mendoza– Math

Fernando discusses the pilot that took place in the spring. He is tabulating and looking at the data that came from the assessment. The department is also looking at developmental math since it looks like the developmental math program is changing.

Paul Wandless- Art and Architecture

Paul is continuing to work on the assessments in Beginning Drawing and 2-D Design classes. They are talking about expanding the 2-D Design Assessment by adding color. They need to work out some of the details. Paul is also using Open Book to give more context to the data he is collecting.

Erica McCormack – Humanities

They are starting a new assessment on Fine Arts (107 and 108) in addition to the Music Assessments that have been happening. They are planning the first iteration on lower level identification outcomes and build it gradually. It will probably be a short answer question that will inform a later multiple choice assessment.

Terri Campbell - Business

Last semester they ran an assessment on 2 accounting classes. They are compiling the data to see if the assessment was appropriate for the courses and if the assessment was well-written.

Jen Asimow – Applied Sciences

Jen presented the most recent data from last spring's assessment of the program outcomes from the capstone course in Youth Work and Social Work. The data revealed that overall, Youth Work students perform statistically better overall on the assessment than do Social Work students. In addition, students perform increasingly better on the assessment over time. It was given 4 times during the semester. Jen is going to write a piece about it for the Assessment Times.

Next Year and the Future of the Committee:

Carrie asked that the group begin thinking about future leadership of this committee.

General Education Task: What needs to be in the Information Literacy Report? This is homework that Carrie is asking us to do for next week.

Subs:

Gen Ed:

The group discussed how to interpret and present the information literacy results. They discussed the reality that many students do not come to HWC with well-established IL skills and they do not often do much better even after the library sessions. Amy saw a parallel to the writing results; that this is bad news, but accurate and important to know, measure and consider. They discussed how instructors often work around these deficits. There was also an idea that perhaps in the future, that there could be a cohort of classes that incorporate short lessons in written form dealing with information literacy. There could also be videos in Bb (produced in Collaborate) and PPT content with narration to teach these skills.

Unit-Level Assessment:

There was a discussion about how to design and use rubrics; whether they should be 3, 4 or 5 levels to generate meaningful information about student learning. Time was spent looking at the results of the Art data and discussing ways to dissect it.

Closing the Loop:

Willard asked that a member of the group reach out to Terri for some clarification on her piece for the Assessment Times Special Edition. John is working on finding a comic for the edition. He will also add a few comments underneath the graphic that Yev designed for navigating to the Assessment page of the HWC website. John presented 2 ideas for adding a "Closing the Loop" area to the Assessment page. He brought a mock-up for the group to see.

Adjournment and Approval of These Minutes: John adjourned the meeting at 3:55. These 10/7/2015 minutes were approved on 10/11/2015 after a motion by Loretta and a second by Paul.



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Paul Wandless (Art and Architecture Liaison), Allan Wilson (Physical Science Liaison)

Minutes for 10/14/2015

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

Members Attending:

Carrie Nepstad-Applied Science
Jen Asimow – Applied Science
Erica McCormack – Humanities and Music
Fernando Miranda-Mendoza – Math and CIS
Loretta Visomirskis – English
Yev Lapik – Biology
Willard Moody- English
Paul Wandless – Art and Architecture
Allan Wilson – Physical Science
Phillip Vargas – Physical Science
Aigerim Bizhanova- Biology

Agenda:

- apologies for absence
- review of the minutes
- Closing the Loop special edition updates
- Assessment Times regular edition
- updates from Administration
- AOB
- Subs

Intro, Apologies, and Previous Minutes: Carrie called the meeting to order at 3:04 PM. The minutes from 10/7/2015 were approved. Cindy, Amy, Ray and John sent their apologies.

Updates: Carrie gave an update on her NAEYC Child Development accreditation visit.

Assessment Times Special Edition:

All of the copy has been edited by Willard. It needs to be laid out. Jen volunteered to lay it out and send it to John and Carrie by Thursday afternoon. Carrie had a couple more things to write for it. There was a discussion about appendices and how much information to include. Carrie said she thought about including an abstract so readers could find pieces that they were most interested in. The goal is to have it ready for print by next Wednesday, Oct. 21.

Assessment Times –

How do we prepare for it? We don't want to repeat what we did in the Special Edition.

Jen will write a piece about the Social/Youth Work Assessment from 2014-2015. Phil will write about Natural Sciences. Yev will write a small piece exploring some early ideas about online learning.

Drafts are due at Week # 11 meeting of the assessment committee. We will review them during week # 12 and then it can be laid out for distribution week # 13.

A short conversation ensued about online assessment.

Reports from the Administration:

John attended the Department Chairs' Meeting in place of Carrie. They were supposed to be on the agenda

but did not get to present any updates.

Erica and John met with Armen- They asked about the priorities of the unit-level liaisons. Armen said that the ultimate goal will be to have Unit-Level Assessment liaisons in every department. They asked about a 2nd data analyst. Armen asked for a reminder. They have money for guest speakers if we want them.

AOB: Phil asked that everyone take the FC4 if you haven't yet. Phil shared some data about how responses come in after requests. He is collecting information about the best way to request information and how frequently we should ask.

Subs:

Unit-Level Assessment:

Discussed the process of analyzing data, the benefits of making predictions and testing them before evaluating the data versus looking at the data with no, or minimal, expectations.

Adjournment and Approval of These Minutes: John adjourned the meeting at 4 PM. These 10/14/2015 minutes were approved on 10/21/2015 after a motion by Erica and a second by Allan.



Assessment Committee

Harold Washington College

Committee Officers

Carrie Nepstad (Chair), John Kieraldo (Vice Chair),
Phillip Vargas (Analyst), Jen Asimow (Interim Secretary)
Erica McCormack (Vice Chair, Unit- Level Assessment)



Unit-Level Assessment Officers

Erica McCormack (Humanities Liaison)
Jen Asimow (Applied Science Liaison), Terri Campbell (Business Liaison),
Fernando Miranda-Mendoza (Math and CIS Liaison),
Paul Wandless (Art and Architecture Liaison), Allan Wilson (Physical Science Liaison)

Minutes for 10/21/2015

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

Members Attending:

Carrie Nepstad-Applied Science
Jen Asimow – Applied Science
Erica McCormack – Humanities and Music
Fernando Miranda-Mendoza – Math and CIS
Loretta Visomirskis – English
Yev Lapik – Biology
Willard Moody- English
Paul Wandless – Art and Architecture
Allan Wilson – Physical Science
Ray Tse – Physical Science
Aigerim Bizhanova- Biology
Amy Rosenquist – English
John Kieraldo – Library
Cindy Cerrentano – Academic Affairs

Agenda:

- Apologies for absence
- Review of the minutes
- Update on Closing the Loop
- Update on Assessment Times
- Update on Assessment Institute and Guadalajara planning
- A brief report on the Peer Review process
- A request from colleagues
- Subs

Intro, Apologies, and Previous Minutes: Carrie called the meeting to order at 3:04 PM. Apologies from Phil. The minutes from the 10/14/2015 meeting were approved.

Updates:

Assessment Times Special Edition: Closing the Loop-

Carrie is working on the final little piece on the diversity recommendations. The content will then be done. Jen and John have been laying it out and Paul is working on a graphic to add. It will be ready by the weekend for print. There will be text boxes with the recommendations throughout the piece. There will not be appendices. If you want a picture with your article, send it to John Kieraldo by Friday, October 23rd at noon.

Assessment Times – We have some commitment from faculty for contributions. We probably have enough. Drafts are due week # 11. Yev wants to interview Carrie or Jen about online assessment. She will send the questions to them via email.

Assessment Institute and Guadalajara –

Phil and Carrie will be presenting at the Assessment Institute on Faculty – Driven Assessment process and data about participation rates over the years.

Assessment people have been helping Michael get ready for his Guadalajara visit.

AOB

Carrie recommended that committee members consider getting trained to become HLC peer reviewers. It is a great way to get to know the process as we begin to go through the process at HWC. Ray asked what you have to do to become a peer reviewer. There is an application on the HLC website and a training.

A Request from Kennedy King- Carrie was contacted by KK about working with them before the spring semester (during their FDW) about assessment. They also want Cecilia Lopez's contact information. Carrie will contact them with our interest.

Next Semester - Carrie asked about next semester's release time/special assignments. Erica, and Jen indicated that they are still interested; Paul said that Jess Bader may be able to step in for him while he is in sabbatical. Anthony Escudro may be stepping in for Allan Wilson while he is on sabbatical. Terri will not continue.

Ray asked about the future of the liaisons; how many departments, how many programs? Carrie will ask Armen.

Carrie was asked about Program-Level Outcomes from the District. Carrie spoke to President Martyn about it and they both agreed that they are not ready to be disseminated to the rest of the district.

Subs:

Unit-Level Assessment:

Adjournment and Approval of These Minutes: John adjourned the meeting at 4:00 PM. These 10/21/2015 minutes were approved on 10/28/2015 after a motion by Allan and a second by Phil.



Assessment Committee

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Minutes for 10/28/2015

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

Members Attending:

Carrie Nepstad-Applied Science
Jen Asimow – Applied Science
Erica McCormack – Humanities and Music
Fernando Miranda-Mendoza – Math and CIS
Loretta Visomirskis – English
Yev Lapik – Biology
Willard Moody- English
Paul Wandless – Art and Architecture
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Ray Tse – Physical Science
Aigerim Bizhanova- Biology
John Kieraldo – Library

Agenda:

- Apologies for absence
- Review of the minutes
- Update on Closing the Loop
- Update on Assessment Times
- Update on Assessment
- AOB
- Subs

Intro, Apologies, and Previous Minutes: Carrie called the meeting to order at 3:03 PM. Apologies from Amy. The minutes from the 10/21/2015 meeting were approved. Thank you to Yev for snacks today.

Assessment Times Special Edition:

John will finish laying out the Special Edition in Publisher and will get a color copy to Carrie.

Assessment Times: The drafts are due by next week.

Carrie will write a piece “from the Chair” and about the Assessment Institute, and Unit-Level Liaisons are writing about their work this semester. Yev is writing about online assessment. Ray suggested an article about the future of assessment at HWC. Carrie suggested that she write something about the future of assessment at HWC in her piece. She will need help with it.

Assessment Institute:

Carrie and Phil went to Indianapolis for the Assessment Institute. Their talk went well. They had 20 minutes to speak. Carrie spoke about our assessment committee and our systems. Phil spoke about membership and meeting attendance. He looked at trends over time over the past 6 years. There are hills and valleys in the data. In 2015, we had our largest numbers. That was the time that Unit-Level Assessment grew larger. He then examined the effort-hours done by committee members.

Remind Carrie about the money available for guest speakers so she can follow-up with the woman from NILOA about a report on MSI (Minority Student Institutions).

Carrie also spoke about her session with Thomas Angelo (from the CATs book). Ray asked if Carrie could make

copies of the handouts from the Institute.

Town Hall: After the students asked their questions, Rasmus showed a slide about the 5-year plan that included information about assessment. Assessment was prominently placed in the presentation.

“Uncover present SLO and assessment mechanisms as well as gaps and overlaps and see if there are opportunities for improvement.” (Lynnerup, 2015)

AOB

Subs: No times for subs this week

Unit-Level Assessment:

Discussion of upcoming drafts for the Assessment Times write-ups and which demographic data still needs to be included for future assessments when student IDs are provided.

Adjournment and Approval of These Minutes: Carrie adjourned the meeting at 4:00 PM. These 10/28/2015 minutes were approved on 11/4/2015 after a motion by Phil and a second by Loretta.



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Paul Wandless (Art and Architecture Liaison), Allan Wilson (Physical Science Liaison)

Minutes for 11/4/2015

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

Members Attending:

Carrie Nepstad-Applied Science
Jen Asimow – Applied Science
Erica McCormack – Humanities and Music
Fernando Miranda-Mendoza – Math and CIS
Loretta Visomirskis – English
Yev Lapik – Biology
Willard Moody- English
Paul Wandless – Art and Architecture
Allan Wilson – Physical Science
Ray Tse – Physical Science
Aigerim Bizhanova- Biology
John Kieraldo – Library
Cindy Cerrentano – Academic Affairs
Amy Rosenquist - English

Agenda:

- Apologies for absence
- Review of the minutes
- Report from Michael Heathfield's presentation in Guadalajara
- Updates from Administration, special assignments
- More from the Assessment Institute
- Natural science assessment roll out
- Closing the Loop
- Assessment Times
- Subs

Intro, Apologies, and Previous Minutes: Carrie called the meeting to order at 3:01 PM. The minutes from the 10/28/2015 meeting were approved.

Report from Michael Heathfield's presentation in Guadalajara:

Carrie spoke with Michael about his presentation in Mexico. He heard about the University of Guadalajara's assessment systems at their university. They want to make improvements to their assessment program. He shared our systems from the time before 2002 and up through winning the CHEA award. He was received as an expert by his hosts, and they really appreciated his presentation and talks.

Updates from Administration, Special Assignments:

Carrie spoke with Armen about special assignments and some of the budget issues. Carrie will move forward on the Special Assignments for the Executive Committee and the Unit-Level Liaisons. Carrie needs information from everyone. We won't be expanding but we will keep the current members. Jessica Bader will stand in for Paul while he is on sabbatical. Phil is checking to see if Anthony Escuardo will stand in for Allan. Send your employee ids to Carrie.

Carrie sent an email to Keith explaining her absence since she was at a consolidation meeting at Truman. She wrote details about our continuing work.

Program outcomes assessment will be added to the work. It is unclear about who will do this work but there will be compensation in the form of release time or stipend.

More from the Assessment Institute:

Carrie is currently reading Coming to Terms with Student Outcomes Assessment. Each chapter outlines different assessment journeys from the viewpoint of faculty and administrators. It comes from a strengths-based perspective.

Natural Science: Carrie wants to make sure that the subcommittee is working on messaging.

Closing the Loop Special Edition: Carrie wants editors to look for egregious errors so it can go to the printer. Each member of the committee took a couple of pages and did a final edit. Thank you to John for working so hard on this.

Assessment Times:

Many of the pieces are written. We should look for a comic to add to the edition. Carrie wants all submissions in ASAP.

AOB – Ray asked Carrie if she has the article about the Student Feedback form she spoke about last week. She said she would look into it.

Subs:**Unit-Level Assessment:**

Liaisons exchanged drafts of write-ups for the Assessment Times and provided feedback to each other for clarification of the text.

General Education:

- The group discussed how to write and send info on the Natural Science Assessment.
- The target for the assessment is a minimum of 700 students for a 95% confidence level with 5% M of E.
- Students can take the survey on any computer or device.
- They will be anonymous but they will be using their student ID #s.
- There is a printout of the last page that students can use for extra credit or to show to a faculty member for participation purposes.
- The assessment will be open until week # 16.
- It is a Google form accessible via a link

Adjournment and Approval of These Minutes: Carrie adjourned the meeting at 4:00 PM. These 11/4//2015 minutes were approved on 11/11/2015 after a motion by Cindy and a second by Allan.



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Paul Wandless (Art and Architecture Liaison), Allan Wilson (Physical Science Liaison)

Minutes for 11/11/2015 Approved

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

Members Attending:

Carrie Nepstad-Applied Science
Jen Asimow – Applied Science
Erica McCormack – Humanities and Music
Fernando Miranda-Mendoza – Math and CIS
Loretta Visomirskis – English
Yev Lapik – Biology
Willard Moody- English
Allan Wilson – Physical Science
Ray Tse – Physical Science
Aigerim Bizhanova- Biology
Cindy Cerrentano – Academic Affairs

Agenda:

- Apologies for absence
- Review of the minutes
- Updates from Administration
- Special Assignment paperwork
- Possible PD opportunity for faculty in supporting quantitative reasoning across the curriculum
- Assessment Times: Closing the Loop and the regular edition
- Natural Sciences assessment updates
- Resources from the Assessment Institute: Carrie's critiques
- NOTE: We will not meet on November 25

Intro, Apologies, and Previous Minutes: Carrie called the meeting to order at 3:01 PM. Apologies for absence from Amy Rosenquist, John Kieraldo, and Paul Wandless. The minutes from the 11/4/2015 meeting were approved.

Updates : Erica met with Armen last week. He checked the budget and the 11th floor has approved three new unit-level liaisons and a new research analyst. The three units that will be joining the group are English, Biology, and Social Sciences. Dean Cerrentano suggested John Bragelman as a candidate for the research analyst position. Carrie reported that they have begun the process of finding the people to fill the positions and will let us know when they have confirmed.

Erica and Carrie requested an active program list from Armen to determine the future of unit-level assessment. The list is not currently up-to-date but should include any program that results in a BC or an AC. Once there are liaisons in place for each unit, we can move forward with program-level outcomes and assessment.

Ray asked how the resources for unit-level and program-level assessment might overlap or compete. Carrie assured the committee that the way we are doing assessment meets HLC requirements. We just need to have program-level assessment in place by 2018. The focus is swinging back from General Education Assessment to Program-Level Assessment. We are ahead of the game because of our robust unit-level system that can map onto program level.

Loretta shared her experience with syllabus templates from other institutions that include mapping to each assignment. Ray praised Fernando for developing SLO-focused exercises with such sophistication. He saw this in Fernando's portfolio.

"Assessment is the vehicle for change." T. Angelo via Phil

All of the current special assignments have been signed and submitted.

Chris Sabino contacted Carrie about a possible faculty professional development opportunity that would support quantitative reasoning across the curriculum. This is a Numeracy Infusion Course for Higher Education from one of the CUNY schools. The contact's name is Frank Wang. Carrie has asked Chris to look at the materials to see if there is alignment to our QR goals. They would send out someone to present the materials sometime in February. Ray suggested we ask for faculty development week instead since there will be a stronger presence during professional development sessions at that time. Carrie said she would look into it.

Jen was contacted by a PhD candidate from Florida International University about using a piece of our Human Diversity Assessment. The committee agreed to grant permission. Dean Cerrentano suggested that we create a "Permission" form and make it available with the rest of our assessment documents on the HWC website. She agreed to create it.

Natural Science:

The call to administer the Assessment has gone out. There have already been 100 students who have participated. In the open comments section, students have loved the survey (so far). Phil has the ability to target specific departments and will do that. Phil also considered adding a time stamp to the confirmation page of the assessment. He also suggested that we encourage our colleagues to participate.

Erica and Yev expressed interest in cross-pollination of information in their disciplines to train each other as faculty.

Phil agreed and said that CAST is interested in facilitating this. Dean Cerrentano suggested sending these ideas to Joe Hinton.

Closing the Loop Special Edition: Is currently being copied. Carrie will bring them to the committee for distribution once they are finished.

Assessment Times: The fall edition of the Assessment Times is coming along. Dr. Heathfield wrote a piece about his presentation in Guadalajara. Fernando submitted cartoons. Many articles have already come in and once it is laid out, we will speed edit it next week in committee.

Subs:

Unit-Level Assessment:

Erica is running her assessment in Fine Arts next week. Allan has analyzed his data and is distributing some insights. All of the liaisons have completed their articles for the Assessment Times and they have been edited and submitted.

Adjournment and Approval of These Minutes: Carrie adjourned the meeting at 4:00 PM. These 11/11//2015 minutes were approved on 11/18/2015 after a motion by Allan and a second by Yev.



Assessment Committee

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Paul Wandless (Art and Architecture Liaison), Allan Wilson (Physical Science Liaison)

Minutes for 11/18/2015 Approved

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

Members Attending:

Jen Asimow – Applied Science
Erica McCormack – Humanities and Music
Fernando Miranda-Mendoza – Math and CIS
Yev Lapik – Biology
Willard Moody- English
Allan Wilson – Physical Science
Cindy Cerrentano – Academic Affairs
Amy Rosenquist – English
Paul Wandless – Art and Architecture
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Agenda:

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- Natural Sciences assessment updates
- Resources from the Assessment Institute: Carrie's critiques
- NOTE: We will not meet on November 25

Intro, Apologies, and Previous Minutes: Erica called the meeting to order at 3:04 PM. Apologies for absence from Phil Vargas, Carrie Nepstad, Ray Tse and Aigerim Bizhanova. The minutes from the 11/11/2015 meeting were approved.

Updates

Natural Science:

The Natural Science Assessment is progressing. Phil has been checking regularly. He plans to look at under-represented departments over the weekend and send some target emails to chairs as well as another reminder to faculty at large

Unit-Level Liaisons

Erica- Humanities Assessment– Fine Arts 107 and Fine Arts 108 and the combined curriculum in Fine Arts 105 are being assessed.

Week # 13 – Administering the assessment. The assessment is very complicated and requires a lot of planning. They are trying to determine how students approach art and think about art. They are working on how to analyze the responses.

Terri Campbell – Business

Terri is analyzing the data from an assessment over the summer from Financial and Managerial Accounting Courses. That has led to some interesting information that has encouraged them to edit some of the questions. They weren't sure what to base their findings on so they are examining those areas and making

adjustments.

Allan Wilson– Physical Science

Pretests were completed at the beginning of the summer. He has analyzed the results and will send a report to his department. Moving forward, they are preparing for the post tests. He needs to ensure that everyone remembers to administer the final assessments.

Fernando Miranda-Mendoza - Math

Last semester, they ran a pilot on Math 207 and Fernando gathered the preliminary data. He has modified the rubric based on the pilot. Currently, he is waiting on the data analysis from Phil. In the meantime, the trend across the district is to discontinue the developmental math courses. Therefore, the Math Department is looking for ways to meet the needs of developmental students. There may need to be supplemental components to the college level math courses. All students would be placed in college level classes. The COMPASS test is being phased out. The department is looking at other placement tools. Wright College already has a co-curricular model.

They are planning another assessment based on “the essential skills” the math faculty believe all students should have. Fernando is moving in the direction of the department assessment needs particularly Math 98-99.

Paul Wandless- Art and Architecture

They are running the beginning drawing assessment this week. Students will draw for over 7 hours or the equivalent of 2 classes. Paul will divide the drawings into 3 piles and then distribute them for assessing. The 2D design assessment ran 2 weeks ago.

Jen Asimow – Applied Sciences

Jen finished analyzing the data for the Social Work/Youth Work assessment from last year. She is now working on collecting data from the Child Development Assessment of Observation and Interpretation assignments from classes throughout the program.

Closing the Loop Special Edition: John showed the group the Special Edition draft that had some small changes from David Locke. John has requested the copies from David Locke.

Assessment Times: John shared the draft of the Assessment Times. It is coming along well. Anyone with drafts, please send them to John Kieraldo. He is still waiting for the piece from the Chair and a few others.

AOB:

Please take a look at the QR opportunity at <http://serc.carleton.edu/NICHE/index.html>

No Sub Time

Unit-Level Assessment:

The group reviewed the communications with department colleagues, how to present data for report writing and how running an assessment for the first time is going.

Adjournment and Approval of These Minutes: Carrie adjourned the meeting at 4:00 PM. These 11/18/2015 minutes were approved on 12/2/2015 after a motion by Loretta and a second by Cindy.



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Minutes for 12/2/2015

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

Members Attending:

Carrie Nepstad-Applied Science
Jen Asimow – Applied Science
Erica McCormack – Humanities and Music
Fernando Miranda-Mendoza – Math and CIS
Loretta Visomirskis – English
Yev Lapik – Biology
Allan Wilson – Physical Science
Ray Tse – Physical Science
Cindy Cerrentano – Academic Affairs
Paul Wandless – Art and Architecture
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Intro, Apologies, and Previous Minutes: Carrie called the meeting to order at 3:01 PM. Apologies for absence from Aigerim Bizhanova. The minutes from the 11/18/2015 meeting were approved.

Updates:

The Child Development faculty was brought into a meeting and told that the consolidation will be extended until spring 2018. That allows 2 additional semesters for students to complete their programs. That also means that the faculty will not be moving to Truman in the fall.

Phil presented some of the results from the most recent FC4 survey. The questions concerning the Core Values of CCC revealed that the respondents (N=45) at HWC rate the CCC value “value rigorous assessment of the academic process” statistically more than the average CCC faculty member. Additionally, HWC faculty members perceive this value is the best-enacted value from all of the CCC values.

Natural Science:

Over 600 students have participated so far. This is a statistically significant sample. We are hoping for 700 students which is 10% of the student body. The survey is still available if faculty want students to participate. Phil discovered that he did not have access to the part time faculty emails. Therefore, many of them have only just been informed of the assessment. We may see a spike now that they are all aware of it.

Assessment Times: The fall edition of the Assessment Times is nearly complete. It is our largest, longest and most elaborate edition ever. Carrie wrote a piece about how the changes throughout the district will affect our assessment committee. Erica moved that we sign it from the entire committee and Jen moved that we leave it,

as written, and put it on the front page of the Assessment Times. John is finishing the layout and it will be done soon.

Unit-Level Assessment:

Paul and Allan are preparing for their sabbaticals and transitioning the liaison work to their colleagues for the spring. We had a discussion about wrapping up liaison work for the semester.

Adjournment and Approval of These Minutes: Carrie adjourned the meeting at 4:00 PM. These 12/2/2015 minutes were approved on 2/3/2015 after a motion by Cindy and a second by Jen.