



## Assessment Committee

Harold Washington College

### Committee Officers

Carrie Nepstad (Chair), John Kieraldo (Vice Chair),  
Phillip Vargas (Analyst), Jeff Swigart (Secretary)



### Unit Assessment

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

### Minutes for 1/21/2015 (Approved)

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

#### Members Attending:

Jen Asimow – Applied Science  
Aigerim Bizhanova - Biology  
Terri Campbell – Business  
Cindy Cerrantano – Academic Affairs  
Margarita Chavez – ELL WL  
Janette Gayle – Social Sciences  
John Kieraldo – Library  
Yev Lapik - Biology  
Mick Laymon – Humanities and Music  
Erica McCormack – Humanities and Music  
Fernando Miranda-Mendoza – Math and CIS  
Carrie Nepstad – Applied Science  
Jeff Swigart – Math and CIS  
Ray Tse – Physical Science  
Phillip Vargas – Physical Science  
Loretta Visomirskis – English  
Paul Wandless – Art and Architecture

#### Agenda:

1. Intro, Apologies, and Previous Minutes
2. Overview of the Committee Charge
3. Overview of New Projects
4. Any Other Business
5. Subcommittee Formation and Work Time

**Intro, Apologies, and Previous Minutes:** Carrie called the meeting to order at 3:03 PM. Allan sent his apologies and will meet one-on-one with Erica at a different time during the week. The 12/3/2014 minutes were approved over email on 12/18/2014 after a motion by Jen and a second by Cindy.

**Overview of the Committee Charge:** Carrie shared about what our committee does, namely that we assess our college's student learning outcomes for general education goals on a big picture level.

**Overview of New Projects:** Carrie shared that this semester we will be reassessing information literacy to compare with our fall 2014 data and oral communication to compare with our fall 2013 data. We will also be updating the charge, brainstorming ideas for dissemination, and preparing a natural sciences assessment for fall 2015.

#### Any Other Business:

- *AALHE Proposal:* Carrie shared Erica's idea that we as a committee propose a presentation for the upcoming June 2015 conference of the Association for the Assessment of Learning in Higher Education.
- *IUPUI Feedback:* Phillip shared that he received feedback data for the presentation he and Jen gave at the 2014 Assessment Institute at Indiana University Purdue University Indianapolis, and the feedback was very positive.
- *Assessment Fair:* Cindy shared that the 19<sup>th</sup> Illinois Annual Community College Assessment Fair will take place on March 6<sup>th</sup> at Waubensee Community College in Sugar Grove, Illinois.

**Subcommittee Formation and Work Time:** Committee members formed new subcommittees for the semester and worked from 3:40 to 4:00. Below are summaries:

- ***Blast from the Past, Core Docs, and Information Literacy***
  - *Purpose:* Disseminating results from past assessments, tracking resulting institutional changes, updating core documents, and prepping the information literacy assessment of fall 2015.
  - *Subcommittee Chair:* Carrie
  - *Attendance Today:* Carrie, Cindy, Jeff, John
  - *Discussion Today:* Members discussed their goals of editing the charge, forming annual progress tracking documents of anecdotal institutional changes, and editing the Google Docs surveys for information literacy and oral communication.
- ***Natural Sciences:***
  - *Purpose:* Preparation for the Natural Sciences Assessment of Fall 2015.
  - *Subcommittee Chair:* Phillip
  - *Attendance Today:* Aigerim, Phillip, Ray, Yev
  - *Discussion Today:* Members discussed a timeline for completing the assessment in time for fall 2015.
- ***Oral Communication:***
  - *Purpose:* Prepping the oral communication assessment of fall 2015.
  - *Attendance Today:* Loretta, Margarita
  - *Discussion Today:* Members discussed planning a rubric training session for the eight faculty volunteers.
- ***Unit Assessment:***
  - *Purpose:* Assessing at the unit level, which may include the discipline or department level.
  - *Attendance Today:* Erica, Fernando, Janette, Jen, Mick, Paul, Terri
  - *Discussion Today:* Members introduced themselves and discussed overviews of their various projects.

**Adjournment and Approval of These Minutes:** Carrie adjourned the meeting at 4:00 PM. These 1/21/2015 minutes were approved on 1/28/2015 after a motion by Jen and a second by Ray.



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### Unit Assessment Officers

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

### Minutes for 1/28/2015 (Approved)

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

#### Members Attending:

Jen Asimow – Applied Science  
Aigerim Bizhanova - Biology  
Terri Campbell – Business  
Cindy Cerrentano – Academic Affairs  
Margarita Chavez – ELL WL  
Janette Gayle – Social Sciences  
John Kieraldo – Library  
Mick Laymon – Humanities and Music  
Erica McCormack – Humanities and Music  
Fernando Miranda-Mendoza – Math and CIS  
Carrie Nepstad – Applied Science  
Jeff Swigart – Math and CIS  
Ray Tse – Physical Science  
Phillip Vargas – Physical Science  
Loretta Visomirskis – English  
Paul Wandless – Art and Architecture

#### Honored Guests:

Ray Fuller – Math and CIS

#### Agenda:

1. Intro, Apologies, and Previous Minutes
2. Student ID Numbers
3. Conference Proposal
4. Semester Calendar
5. Subcommittee Time

**Intro, Apologies, and Previous Minutes:** Carrie called the meeting to order at 3:03 PM. Yev sent her apologies. Allan sent his apologies and will meet one-on-one with Erica at a different time during the week. The 1/21/2015 minutes were approved after a motion by Jen and a second by Ray.

**Student ID Numbers:** Carrie shared the recommendation by the committee officers to start asking for student ID numbers when we collect data. Phillip shared that this will allow us to match our assessment data with registration data from Open Book, shorten the demographics sections of our tools, increase data accuracy, and lower testing fatigue. He further shared that this is a common practice as long as the data is anonymized and encrypted. Various committee members shared some concerns about student privacy. Cindy proposed that we do start taking student ID numbers, and Phillip seconded. The committee approved unanimously.

**Conference Proposal:** Carrie suggested that a group of committee members present an overview of our process at the upcoming Illinois Community College Assessment Fair in Sugar Grove, Illinois.

**Semester Calendar:** Carrie shared a spring 2015 semester calendar, and committee members suggested additions including completing the information literacy report by week 6, piloting the natural sciences assessment pilot in week 12, and updating the long term calendar throughout the whole semester.

#### Any Other Business:

- *Symposium:* Carrie will ask Jonathan Keiser at District about the idea to have an assessment symposium at HWC later this semester.

- *Oral Communication:* The subcommittee for oral communication will begin planning a rubric training for those involved with this semester's data collection.

**Subcommittees:** Members worked in subcommittees from 3:35 to 4:00. Below are summaries:

- ***Blast from the Past, Core Docs, and Information Literacy***
  - *Purpose:* Disseminating results from past assessments, tracking resulting institutional changes, updating core documents, and prepping the information literacy assessment of fall 2015.
  - *Subcommittee Chair:* Carrie
  - *Attendance Today:* Carrie, Cindy, Jeff, John
  - *Discussion Today:* Members discussed the information literacy materials developed by Todd Heldt for use by faculty involved in this semester's data collection. We will add these materials to a section of the webpage called "Teaching Resources". Carrie will begin writing the information literacy report and updating the long-term calendar.
- ***Natural Sciences:***
  - *Purpose:* Preparation for the Natural Sciences Assessment of Fall 2015.
  - *Subcommittee Chair:* Phillip
  - *Attendance Today:* Aigerim, Phillip, Ray
  - *Discussion Today:* Members reviewed a set of questions the biology faculty members prepared for the assessment tool.
- ***Oral Communication:***
  - *Purpose:* Prepping the oral communication assessment of fall 2015.
  - *Attendance Today:* Loretta, Margarita
  - *Discussion Today:* Members began planning the rubric training for those faculty members involved in this semester's data collection.
- ***Unit Assessment:***
  - *Purpose:* Assessing at the unit level, which may include the discipline or department level.
  - *Attendance Today:* Erica, Fernando, Janette, Jen, Mick, Paul, Terri
  - *Discussion Today:* Members discussed the creation of individual semester calendars. They will each draft a calendar to share at the next meeting.

**Adjournment and Approval of These Minutes:** Carrie adjourned the meeting at 4:00 PM. These 1/28/2015 minutes were approved on 2/4/2015 after a motion by Loretta and a second by Phillip.



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### Committee Officers

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### Unit Assessment Officers

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

### Minutes for 2/4/2015 (Approved)

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

#### Members Attending:

Jen Asimow – Applied Science  
Aigerim Bizhanova – Biology  
Terri Campbell – Business  
Cindy Cerrentano – Academic Affairs  
Margarita Chavez – ELL WL  
John Kieraldo – Library  
Erica McCormack – Humanities and Music  
Fernando Miranda-Mendoza – Math and CIS  
Willard Moody – English  
Carrie Nepstad – Applied Science  
Jeff Swigart – Math and CIS  
Ray Tse – Physical Science  
Phillip Vargas – Physical Science  
Loretta Visomirskis – English

#### Agenda:

1. Intro, Apologies, and Previous Minutes
2. Conference Proposal
3. Information Literacy Findings
4. Assessment Times Brainstorm
5. Subcommittees

**Intro, Apologies, and Previous Minutes:** Carrie called the meeting to order at 3:02 PM. Paul and Yev each sent their apologies. Allan sent his apologies and will meet one-on-one with Erica at a different time during the week. The 1/28/2015 minutes were approved after a motion by Loretta and a second by Phillip.

**Conference Proposal:** Carrie, Cindy, Erica, and Jen submitted a proposal for the 19<sup>th</sup> Annual Assessment Fair in Sugar Grove, Illinois on March 6<sup>th</sup>, 2015.

**Information Literacy Findings:** Phillip presented an overview of the information literacy data analysis. One very interesting finding is that student's performance on the information literacy tool are significantly more correlated with credits from other institutions than from HWC. However, these correlations are not significantly different if you ignore students with 60+ credits. Another interesting finding is that performance is more correlated with English level than any other dimensions analyzed. Since there were significant increases with each level, this implies reading comprehension was critical to this performance on this tool in addition to research methods.

**Developmental Classes in General Education Assessment:** Members discussed whether or not to include developmental classes in our gen ed assessments. We will continue this discussion.

**Assessment Times:** Committee members brainstormed ideas for this semester's issue of assessment times, such as the possibility of joining the faculty and student versions. We will discuss this more at our next meeting.

**Subcommittees:** There was no time for subcommittees this week.

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



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Mick Laymon (Humanities and Music Liaison), Fernando Miranda-Mendoza (Math Liaison),  
Paul Wandless (Art and Architecture Liaison), Allan Wilson (Physical Science Liaison)

### Minutes for 2/11/2015 (Approved)

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

#### Members Attending:

Jen Asimow – Applied Science  
Aigerim Bizhanova – Biology  
Terri Campbell – Business  
Cindy Cerrentano – Academic Affairs  
Margarita Chavez – ELL WL  
John Kieraldo – Library  
Yev Lapik – Biology  
Mick Laymon – Humanities and Music  
Erica McCormack – Humanities and Music  
Fernando Miranda-Mendoza – Math and CIS  
Willard Moody – English  
Carrie Nepstad – Applied Science  
Jeff Swigart – Math and CIS  
Ray Tse – Physical Science  
Phillip Vargas – Physical Science  
Loretta Visomirskis – English  
Paul Wandless – Art and Architecture  
Matthew Williams – ELL WL

#### Agenda:

1. Intro, Apologies, and Previous Minutes
2. Conference Proposal
3. Faculty Feedback
4. Any Other Business
5. Subcommittees

**Intro, Apologies, and Previous Minutes:** Carrie called the meeting to order at 3:02 PM. Janette sent her apologies. Allan sent his apologies and will meet one-on-one with Erica at a different time during the week. The 2/4/2015 minutes were approved after a motion by Phillip and a second by Loretta.

**Conference Proposal:** The conference proposal was accepted for Carrie, Cindy, Erica, and Jen to present at the 19th Annual Assessment Fair in Sugar Grove, Illinois on March 6th, 2015! Carrie asked for input from committee members in developing the presentation, regarding what has been successful in the past. Members shared potential themes such as administrative support, frequency of meetings, being faculty-driven, continual outreach to other faculty, and carefully differentiating between assessment and evaluation.

**Faculty Feedback:** Carrie shared that she would like to design a feedback survey for faculty involved this semester in the Oral Communication and Information Literacy assessments, asking what it was like to think about the general education outcomes and take part in the assessments. Committee members then discussed how much we should think about outcomes as we plan curriculum, and some members expressed concern about the issue of “teaching to the test”. Regarding the feedback survey, we decided that a survey to *all faculty* about assessment would be the most useful.

#### Any Other Business:

- *Year End Report:* Carrie is starting to write this report and will be asking for help.
- *VP Meeting:* Carrie will be meeting tomorrow with VP Armen Sarrafian.

**Subcommittees:** We worked in subcommittees from 3:40 to 4:00. Below are the summaries.

- ***Blast from the Past, Core Docs, and Information Literacy***
  - *Purpose:* Disseminating results from past assessments, tracking resulting institutional changes, updating core documents, and prepping the information literacy assessment of fall 2015.
  - *Subcommittee Chair:* Carrie
  - *Attendance Today:* Carrie, Cindy, Jeff, John, Willard
  - *Discussion Today:* Members discussed editing the charge, updating the SLO's on the webpage, and analyzing the data of committee members completing the information literacy tool.
- ***Natural Sciences:***
  - *Purpose:* Preparation for the Natural Sciences Assessment of Fall 2015.
  - *Subcommittee Chair:* Phillip
  - *Attendance Today:* Aigerim, Phillip, Ray, Yev
  - *Discussion Today:* Members continued to edit the assessment tool.
- ***Oral Communication:***
  - *Purpose:* Prepping the oral communication assessment of fall 2015.
  - *Attendance Today:* Loretta, Margarita
  - *Discussion Today:* Members will begin asking speech faculty for feedback on the Oral Communication rubric.
- ***Unit Assessment:***
  - *Purpose:* Assessing at the unit level, which may include the discipline or department level.
  - *Attendance Today:* Erica, Fernando, Jen, Mick, Paul, Terri
  - *Discussion Today:* Members checked in about their progress in their various projects and provided feedback to each other. Revised semester plans.

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

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

## Minutes for 2/18/2015 (Approved)

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

### Members Attending:

Aigerim Bizhanova - Biology  
Terri Campbell – Business  
Cindy Cerrentano – Academic Affairs  
Margarita Chavez – ELL WL  
John Kieraldo – Library  
Yev Lapik - Biology  
Mick Laymon – Humanities and Music  
Erica McCormack – Humanities and Music  
Fernando Miranda-Mendoza – Math and CIS  
Willard Moody – English  
Carrie Nepstad – Applied Science  
Jeff Swigart – Math and CIS  
Ray Tse – Physical Science  
Phillip Vargas – Physical Science  
Loretta Visomirskis – English  
Paul Wandless – Art and Architecture  
Matthew Williams – ELL WL

### Agenda:

1. Intro, Apologies, and Previous Minutes
2. Updates from Administration
3. Assessment Times
4. Information Literacy report
5. Website updates
6. Subcommittees

**Intro, Apologies, and Previous Minutes:** Carrie called the meeting to order at 3:03 PM. Janette sent her apologies. Jen sent apologies. Allan sent his apologies and will meet one-on-one with Erica at a different time during the week. The 2/11/2015 minutes were approved after a motion by Erica and a second by Loretta.

**Armen and Kevin Meeting:** Carrie shared that she recently met with VP Armen Sarrafian and Dean Kevin Smith. They discussed the potential upcoming symposium, current work in unit assessment, and current work with information literacy and oral communication.

**Assessment Times:** John will begin collecting pieces for the newsletter from each subcommittee and from the chair. He asked for drafts to be turned in by week nine.

**Website:** Jeff shared the most recent updates to the website that John has made, including a section of teaching materials related to our assessment work. The first inclusion into this section is a packet of information literacy lessons created by Todd Heldt.

**Information Literacy:** Jeff shared the results of committee members completing the Information Literacy Tool last semester. Committee members generally had much agreement with students about which items were the most difficult. The Information Literacy Subcommittee continues to consider the tool for edits.



**Subcommittees:** We worked in subcommittees from 3:40 to 4:00. Below are the summaries.

- ***Blast from the Past, Core Docs, and Information Literacy***
  - *Purpose:* Disseminating results from past assessments, tracking resulting institutional changes, updating core documents, and prepping the information literacy assessment of fall 2015.
  - *Subcommittee Chair:* Carrie
  - *Attendance Today:* Carrie, Cindy, Jeff, John, Willard
  - *Discussion Today:* Members discussed making the final edits in the oral communication rubric and demographics section. Also, Willard shared edits to the charge.
- ***Natural Sciences:***
  - *Purpose:* Preparation for the Natural Sciences Assessment of Fall 2015.
  - *Subcommittee Chair:* Phillip
  - *Attendance Today:* Aigerim, Phillip, Ray, Yev
  - *Discussion Today:* Members discussed the timeline and necessary resources for the affective and literacy items on the assessment.
- ***Oral Communication:***
  - *Purpose:* Prepping the oral communication assessment of fall 2015.
  - *Attendance Today:* Loretta, Margarita, Matthew
  - *Discussion Today:* Matthew volunteered to run the Oral Communication Assessment in his ELL History 111 Section D7 class this semester.
- ***Unit Assessment:***
  - *Purpose:* Assessing at the unit level, which may include the discipline or department level.
  - *Attendance Today:* Erica, Fernando, Mick, Paul, Terri
  - *Discussion Today:* Members checked in on their various projects and provided feedback to each other about narrowing their focuses as much as possible.

**Adjournment and Approval of These Minutes:** Carrie adjourned the meeting at 4:00 PM. These 2/18/2015 minutes were approved on 2/25/2015 after a motion by Phillip and a second by Paul.

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Mick Laymon (Humanities and Music Liaison), Fernando Miranda-Mendoza (Math Liaison),  
Paul Wandless (Art and Architecture Liaison), Allan Wilson (Physical Science Liaison)

## Minutes for 2/25/2015 (Approved)

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

### Members Attending:

Jen Asimow – Applied Science  
Cindy Cerrentano – Academic Affairs  
Margarita Chavez – ELL WL  
Janette Gayle – Social Sciences  
John Kieraldo – Library  
Mick Laymon – Humanities and Music  
Erica McCormack – Humanities and Music  
Fernando Miranda-Mendoza – Math and CIS  
Willard Moody – English  
Carrie Nepstad – Applied Science  
Jeff Swigart – Math and CIS  
Ray Tse – Physical Science  
Phillip Vargas – Physical Science  
Loretta Visomirskis – English  
Paul Wandless – Art and Architecture  
Matthew Williams – ELL WL

### Agenda:

1. Intro, Apologies, and Previous Minutes
2. Review of core documents
3. Information Literacy
4. Oral Communication
5. Subcommittees

**Intro, Apologies, and Previous Minutes:** Carrie called the meeting to order at 3:03 PM. Aigerim, Loretta, Terri, and Yev sent their apologies. Allan sent his apologies and will meet one-on-one with Erica at a different time during the week. The 2/18/2015 minutes were approved after a motion by Phillip and a second by Paul.

**Core Docs:** Carrie shared that the core documents subcommittee has been editing the charge. Willard shared some of this specific edits. The committee as a whole then discussed other potential edits such as adding a definition of unit-level assessment, clarifying rules on voting members, and taking out all instances of C2C (College to Careers). Ray proposed a motion to take out all instances of C2C, and Paul seconded. The committee approved unanimously. Carrie will continue to work on edits over the next few weeks.

**Information Literacy:** Carrie shared that she has starting writing the final report on the fall 2014 data.

**Oral Communication:** Carrie shared that two more faculty members have joined this semester's data collection.

**Subcommittees:** We worked in subcommittees from 3:40 to 4:00. Below are the summaries.

- **Blast from the Past, Core Docs, and Information Literacy**
  - *Purpose:* Disseminating results from past assessments, tracking resulting institutional changes, updating core documents, and prepping the information literacy assessment of fall 2015.
  - *Subcommittee Chair:* Carrie
  - *Attendance Today:* Carrie, Cindy, Jeff, John, Willard
  - *Discussion Today:* Members discussed how to proceed with editing the charge. Carrie will work on redrafting it over the next couple of weeks.

- **Natural Sciences:**
  - *Purpose:* Preparation for the Natural Sciences Assessment of Fall 2015.
  - *Subcommittee Chair:* Phillip
  - *Attendance Today:* Phillip, Ray
  - *Discussion Today:* Members discussed the affective questions to be included in the assessment tool.
- **Oral Communication:**
  - *Purpose:* Prepping the oral communication assessment of fall 2015.
  - *Attendance Today:* Margarita, Matthew
  - *Discussion Today:* Members discussed checking in with Loretta later this week to make a timeline of what still needs to be done.
- **Unit Assessment:**
  - *Purpose:* Assessing at the unit level, which may include the discipline or department level.
  - *Attendance Today:* Erica, Fernando, Jen, Mick, Paul
  - *Discussion Today:* Members updated each other on their progress with department buy-in and choosing what to assess. Members also discussed revising their meeting format to allow for more one-on-one discussion.

**Adjournment and Approval of These Minutes:** Carrie adjourned the meeting at 4:00 PM. These 2/25/2015 minutes were approved on 3/4/2015 after a motion by Jen and a second by Paul.



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

### Minutes for 3/4/2015 (Approved)

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

#### **Members Attending:**

Jen Asimow – Applied Science  
Aigerim Bizhanova - Biology  
Terri Campbell – Business  
Cindy Cerrentano – Academic Affairs  
Janette Gayle – Social Sciences  
John Kieraldo – Library  
Yev Lapik - Biology  
Erica McCormack – Humanities and Music  
Fernando Miranda-Mendoza – Math and CIS  
Willard Moody – English  
Carrie Nepstad – Applied Science  
Jeff Swigart – Math and CIS  
Ray Tse – Physical Science  
Phillip Vargas – Physical Science  
Loretta Visomirskis – English

#### **Honored Guests:**

Amy Rosenquist – English

#### **Agenda:**

1. Intro, Apologies, and Previous Minutes
2. Committee Charge
3. Assessment Times
4. IUPUI Conference
5. Subcommittees

**Intro, Apologies, and Previous Minutes:** Carrie called the meeting to order at 3:02 PM. Cindy, Margarita, and Paul sent their apologies. Allan sent his apologies and will meet one-on-one with Erica at a different time during the week. The 2/25/2015 minutes were approved after a motion by Jen and a second by Paul.

**Charge:** Carrie shared that Armen and Margie liked the idea of having a student ambassador at our meetings, as is mentioned in our charge. Yet they were unsure about the availability of funding. Committee members then discussed various aspects of our charge including the relationship to students section. Phillip suggested radically condensing this and other sections. Carrie will continue to consider all of this while she edits the charge this week.

**Assessment Times:** John asked for article drafts to be turned in by next week.

**IUPUI Conference:** Carrie shared that Indiana University-Purdue University Indianapolis will be holding its 2015 Assessment Institute on October 25<sup>th</sup> to 27<sup>th</sup>, and she asked if anyone would like to submit a proposal by the due date of March 15<sup>th</sup>. Committee members discussed various options. Carrie will work on it more this week.

**Subcommittees:** We worked in subcommittees from 3:40 to 4:00. Below are the summaries.

- **Blast from the Past, Core Docs, and Information Literacy**
  - *Purpose:* Disseminating results from past assessments, tracking resulting institutional changes, updating core documents, and prepping the information literacy assessment of fall 2015.
  - *Subcommittee Chair:* Carrie
  - *Attendance Today:* Amy, Carrie, Jeff, John, Willard

- *Discussion Today:* Members discussed various options for editing the charge, including shortening it by moving some of the content to a handbook. Chris Sabino and Todd Heldt worked on a committee handbook back in 2009. Perhaps this can be brought back into play as a core committee document.
- **Natural Sciences:**
  - *Purpose:* Preparation for the Natural Sciences Assessment of Fall 2015.
  - *Subcommittee Chair:* Phillip
  - *Attendance Today:* Aigerim, Phillip, Ray, Yev
  - *Discussion Today:* Members finalized the affective questions.
- **Oral Communication:**
  - *Purpose:* Prepping the oral communication assessment of fall 2015.
  - *Attendance Today:* Loretta
  - *Discussion Today:* Members continued to consider how to train participating faculty on the rubric.
- **Unit Assessment:**
  - *Purpose:* Assessing at the unit level, which may include the discipline or department level.
  - *Attendance Today:* Erica, Fernando, Jen, Paul, Terri
  - *Discussion Today:* Erica, Paul, and Terri discussed Paul's Art 103 survey of faculty and his Art 144 assessment tool, which is being run soon. They also discussed Terri's desire to survey faculty about how they currently teach and assess business ethics. Erica, Fernando, and Jen met to review Math 99, 140, and 207 syllabi in order to begin constructing an assessment related to skills that run through these courses. Erica will meet with Allan and Mick tomorrow.

**Adjournment and Approval of These Minutes:** Carrie adjourned the meeting at 4:00 PM. These 3/4/2015 minutes were approved on 3/11/2015 after a motion by Jen and a second by Terri.



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

### Minutes for 3/11/2015 (Approved)

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

#### **Members Attending:**

Jen Asimow – Applied Science  
Aigerim Bizhanova - Biology  
Terri Campbell – Business  
Margarita Chavez – ELL WL  
Janette Gayle – Social Sciences  
John Kieraldo – Library  
Yev Lapik – Biology  
Mick Laymon – Humanities and Music  
Erica McCormack – Humanities and Music  
Fernando Miranda-Mendoza – Math and CIS  
Willard Moody – English  
Carrie Nepstad – Applied Science  
Jeff Swigart – Math and CIS  
Phillip Vargas – Physical Science  
Loretta Visomirskis – English  
Paul Wandless – Art and Architecture

#### **Agenda:**

1. Intro, Apologies, and Previous Minutes
2. Reflections on Assessment Fair
3. Chairs' Meeting
4. Assessment Times
5. Handbook and Charge
6. Any Other Business
7. Subcommittees

**Intro, Apologies, and Previous Minutes:** Carrie called the meeting to order at 3:02 PM. Amy and Cindy sent their apologies. Allan sent his apologies and will meet one-on-one with Erica at a different time during the week. The 3/4/2015 minutes were approved after a motion by Jen and a second by Terri.

**Reflections on Assessment Fair:** Carrie, Erica, and Jen shared about their experience at the recent Assessment Fair in Sugar Grove, Illinois that Cindy attended as well. The presentation went very well with much engagement from the audience. Many people from other schools shared after the presentation that they hope to one day have as much support as we do.

**Chairs' Meeting:** John shared about the Friday chairs meeting that he attended in Carrie's place. He told the other chairs about the Sugar Grove presentation, our recent work on core documents, and our upcoming newsletter.

**Assessment Times:** Carrie asked if everyone knows what they are writing for the newsletter. Carrie will write on oral communication, John on information literacy, and the unit liaisons each on recent work in their departments.

**Handbook and Charge:** Carrie shared that she has been looking at the committee handbook that Todd Heldt and Chris Sabino worked on back in 2009. She would like to move some of the information from the charge to this handbook document.

**Any Other Business:**

- *Science of Learning:* Margarita shared that she read an article on the science of learning and wondered how it might apply to our committee work. A related questions is whether or not we can build up students' confidence. Janette shared that she believes the answer is yes, we can teach students that learning is a process. Jen shared that one potential application of this is for computerized adaptive tests to end at a difficulty level before students start missing every question, in order to end on a point of success rather than failure. Terri shared that she is piloting software like this in some of her classes.
- *Unit Assessment Liaisons:* Erica shared that all liaisons are moving ahead with their respective projects. More details are in the subcommittee notes below.
- *IUPUI Proposal:* Carrie shared that the proposal for the upcoming assessment conference at Indiana University-Purdue University Indianapolis is due very soon. She is considering doing a rendition of the presentation just given at Sugar Grove with data analysis as well.

**Subcommittees:** We worked in subcommittees from 3:40 to 4:00. Below are the summaries.

- ***Blast from the Past, Core Docs, and Information Literacy***
  - *Purpose:* Disseminating results from past assessments, tracking resulting institutional changes, updating core documents, and prepping the information literacy assessment of fall 2015.
  - *Subcommittee Chair:* Carrie
  - *Attendance Today:* Carrie, Jeff, John, Willard
  - *Discussion Today:* Members discussed potential website edits as well as the upcoming newsletter.
- ***Natural Sciences:***
  - *Purpose:* Preparation for the Natural Sciences Assessment of Fall 2015.
  - *Subcommittee Chair:* Phillip
  - *Attendance Today:* Aigerim, Phillip, Ray, Yev
  - *Discussion Today:* Members worked on the biology part of the upcoming assessment.
- ***Oral Communication:***
  - *Purpose:* Prepping the oral communication assessment of fall 2015.
  - *Attendance Today:* Loretta, Margarita
  - *Discussion Today:* The subcommittee continued preparation for the upcoming data collection at the end of the semester.
- ***Unit Assessment:***
  - *Purpose:* Assessing at the unit level, which may include the discipline or department level.
  - *Attendance Today:* Erica, Fernando, Jen, Paul, Terri
  - *Discussion Today:* All liaisons are moving forward with their assessment processes. Paul has distributed surveys to art faculty to implement this week. Jen is working on the second round of child development reports to be assessed using the rubric. Terri has surveyed the business faculty about how they assess outcomes in ethics. Fernando is working with math faculty develop assessment tools for Math 99, 140, and 207. Erica is meeting with Allan and Mick tomorrow.

**Adjournment and Approval of These Minutes:** Carrie adjourned the meeting at 4:00 PM. These 3/11/2015 minutes were approved on 3/18/2015 after a motion by Jen and a second by Yev.



## Assessment Committee

Harold Washington College

### Committee Officers

Carrie Nepstad (Chair), John Kieraldo (Vice Chair),  
Phillip Vargas (Analyst), Jeff Swigart (Secretary)



### Unit Assessment Officers

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

### Minutes for 3/18/2015 (Approved)

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

#### Members Attending:

Jen Asimow – Applied Science  
Aigerim Bizhanova - Biology  
Terri Campbell – Business  
Cindy Cerrentano – Academic Affairs  
Margarita Chavez – ELL WL  
Janette Gayle – Social Sciences  
John Kieraldo – Library  
Yev Lapik – Biology  
Mick Laymon – Humanities and Music  
Erica McCormack – Humanities and Music  
Fernando Miranda-Mendoza – Math and CIS  
Willard Moody – English  
Amy Rosenquist – English  
Jeff Swigart – Math and CIS  
Ray Tse – Physical Science  
Phillip Vargas – Physical Science  
Loretta Visomirskis – English  
Paul Wandless – Art and Architecture  
Matthew Williams – Physical Science

#### Agenda:

1. Intro, Apologies, and Previous Minutes
2. IUPUI Proposal
3. Assessment Times
4. Meeting With Armen
5. Any Other Business
6. Subcommittees

**Intro, Apologies, and Previous Minutes:** John called the meeting to order at 3:03 PM in Carrie's absence. Carrie sent her apologies, and Allan sent his apologies and will meet one-on-one with Erica at a different time during the week. The 3/11/2015 minutes were approved after a motion by Jen and a second by Yev.

**IUPUI Proposal:** Phillip shared that he and Carrie have submitted a proposal for the upcoming 2015 Assessment Institute at Indiana University – Purdue University Indianapolis. It is a similar presentation as the one just given in Sugar Grove except there will be an added layer of data analysis. They will find out if it is accepted in early June.

**Assessment Times:** John shared that the upcoming edition of our newsletter is on schedule.

**Meeting with Armen:** Erica shared that she and Carrie met with Interim VP Armen Sarrafian on Thursday. They will share more about this meeting next week when Carrie returns.

#### Any Other Business:

- *Faculty Survey:* John shared that Carrie is working on faculty survey regarding views on assessment, and she asked for proofreaders. Erica and Jen volunteered.
- *Oral Communication:* John shared that Carrie would like the Oral Communication subcommittee to work on a one-page mini report based on our 2013 data to disseminate to faculty members.



**Subcommittees:** We worked in subcommittees from 3:40 to 4:00. Below are the summaries.

- ***Blast from the Past, Core Docs, and Information Literacy***
  - *Purpose:* Disseminating results from past assessments, tracking resulting institutional changes, updating core documents, and prepping the information literacy assessment of fall 2015.
  - *Subcommittee Chair:* Carrie
  - *Attendance Today:* Amy, Jeff, John, Matthew Willard
  - *Discussion Today:* Members discussed the current work on shortening the charge.
- ***Natural Sciences:***
  - *Purpose:* Preparation for the Natural Sciences Assessment of Fall 2015.
  - *Subcommittee Chair:* Phillip
  - *Attendance Today:* Aigerim, Phillip, Ray, Yev
  - *Discussion Today:* Members edited the final draft of the assessment tool.
- ***Oral Communication:***
  - *Purpose:* Prepping the oral communication assessment of fall 2015.
  - *Attendance Today:* Loretta, Margarita
  - *Discussion Today:* Subcommittee members read through the report draft to choose information for a one-page mini report.
- ***Unit Assessment:***
  - *Purpose:* Assessing at the unit level, which may include the discipline or department level.
  - *Attendance Today:* Erica, Fernando, Jen, Mick, Paul, Terri (and visitor Phillip)
  - *Discussion Today:* All liaisons are moving forward with their assessment processes. Mick and Phillip discussed how to address data from the music juried exams. Paul and Terri shared updates on the surveys they have sent to their respective faculty members. Jen discussed the results from her youth work rubric. Fernando discussed his plan for the next few weeks in order to pilot the Math 207 assessment.

**Adjournment and Approval of These Minutes:** Carrie adjourned the meeting at 4:00 PM. These 3/18/2015 minutes were approved on 3/25/2015 after a motion by Phil and a second by Cindy.



## Assessment Committee

Harold Washington College

### Committee Officers

Carrie Nepstad (Chair), John Kieraldo (Vice Chair),  
Phillip Vargas (Analyst), Jeff Swigart (Secretary)



### Unit Assessment Officers

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

### Minutes for 3/25/2015 (Approved)

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

#### Members Attending:

Jen Asimow – Applied Science  
Aigerim Bizhanova - Biology  
Terri Campbell – Business  
Cindy Cerrentano – Academic Affairs  
Margarita Chavez – ELL WL  
John Kieraldo – Library  
Yev Lapik – Biology  
Mick Laymon – Humanities and Music  
Erica McCormack – Humanities and Music  
Fernando Miranda-Mendoza – Math and CIS  
Willard Moody – English  
Carrie Nepstad – Applied Science  
Amy Rosenquist – English  
Jeff Swigart – Math and CIS  
Ray Tse – Physical Science  
Phillip Vargas – Physical Science  
Loretta Visomirskis – English  
Paul Wandless – Art and Architecture  
Matthew Williams – ELL WL

#### Agenda:

1. Intro, Apologies, and Previous Minutes
2. Committee Structure
3. Subcommittee Updates

**Intro, Apologies, and Previous Minutes:** Carrie called the meeting to order at 3:02 PM. Allan sent his apologies and will meet one-on-one with Erica at a different time during the week. The 3/18/2015 minutes were approved after a motion by Phil and a second by Cindy.

**Committee Structure:** Carrie shared an idea for restructuring the relationship between the Assessment Committee and the Unit Assessment Liaisons. There would be a Chair over the entire committee overseeing two branches, general education and unit assessment. On the general education side there would be a Vice Chair of General Education overseeing the General Education Subcommittees. On the unit assessment side there would be a Vice Chair of Unit Assessment overseeing the Unit Assessment Liaisons. The Analyst and Secretary would serve both branches. Ray motioned to approve, and Phillip seconded. The committee approved unanimously.

#### Subcommittee Updates:

- Oral Communication: Loretta shared a two-page overview of results and recommendations that the Oral Communication Subcommittee has been working on.
- Unit Assessment: Erica shared that the liaisons are beginning to prepare for the upcoming showcase. Since there are so many presentations to give, they may be split over two weeks.
- Natural Science: Phillip shared that the tool will be 30 items including 10 affective and 20 knowledge items. The topics will cover a mixture of biological science and physical science. Phillip also plans for committee members to pilot the tool before the end of the semester.
- Information Literacy: Jeff shared that the final details are being put on the instructional documents for students and faculty for the upcoming administering of the tool.

**Subcommittees:** We worked in subcommittees from 3:40 to 4:00. Below are the summaries.

- ***Blast from the Past, Core Docs, and Information Literacy***
  - *Purpose:* Disseminating results from past assessments, tracking resulting institutional changes, updating core documents, and prepping the information literacy assessment of fall 2015.
  - *Subcommittee Chair:* Carrie
  - *Attendance Today:* Amy, Cindy, Jeff, John, Matthew, Willard
  - *Discussion Today:* Members discussed the final preparation needed for the upcoming administering of the information literacy tool, such as the instructional documents.
- ***Natural Sciences:***
  - *Purpose:* Preparation for the Natural Sciences Assessment of Fall 2015.
  - *Subcommittee Chair:* Phillip
  - *Attendance Today:* Aigerim, Phillip, Ray, Yev
  - *Discussion Today:* Members discussed the best strategy to deploy the natural sciences tool to the committee at large.
- ***Oral Communication:***
  - *Purpose:* Prepping the oral communication assessment of fall 2015.
  - *Attendance Today:* Loretta, Margarita
  - *Discussion Today:* Members worked on the finer editing of the overview document. An updated version will be presented next week.
- ***Unit Assessment:***
  - *Purpose:* Assessing at the unit level, which may include the discipline or department level.
  - *Attendance Today:* Erica, Fernando, Jen, Mick, Paul, Terri
  - *Discussion Today:* Jen is getting ready to present her findings from the youth work assessment in the showcase. Mick has realized that additional discussions with applied music faculty about using the juried exam rubric are necessary to explain omissions. Paul has gathered data from the art assessments and is formatting his report. Fernando has drafted the Math 207 assessment tool and is working on revising language for faculty administering the assessment. Terri has drafted revisions to the program outcome in ethics.

**Adjournment and Approval of These Minutes:** Carrie adjourned the meeting at 4:00 PM. These 3/25/2015 minutes were approved on 4/8/2015 after a motion by Jen and a second by Cindy.



# Assessment Committee

Harold Washington College

## Committee Officers

Carrie Nepstad (Chair), John Kieraldo (Vice Chair),  
Phillip Vargas (Analyst), Jeff Swigart (Secretary)



## Unit Assessment Officers

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

## Minutes for 4/8/2015 (Approved)

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

### Members Attending:

Jen Asimow – Applied Science  
Aigerim Bizhanova - Biology  
Terri Campbell – Business  
Cindy Cerrentano – Academic Affairs  
Margarita Chavez – ELL WL  
Janette Gayle – Social Sciences  
John Kieraldo – Library  
Yev Lapik – Biology  
Mick Laymon – Humanities and Music  
Erica McCormack – Humanities and Music  
Fernando Miranda-Mendoza – Math and CIS  
Willard Moody – English  
Carrie Nepstad – Applied Science  
Amy Rosenquist – English  
Jeff Swigart – Math and CIS  
Ray Tse – Physical Science  
Phillip Vargas – Physical Science  
Loretta Visomirskis – English  
Matthew Williams – ELL WL

### Agenda:

1. Intro, Apologies, and Previous Minutes
2. Unit Assessment Showcase
3. Assessment Times
4. Summer
5. Subcommittees

**Intro, Apologies, and Previous Minutes:** Carrie called the meeting to order at 3:03 PM. John took minutes since Jeff missed the first half of the meeting. Paul Wandless sent his apologies. Allan Wilson sent his apologies and will meet one-on-one with Erica at a different time during the week. The 3/25/2015 minutes were approved after a motion by Jen and a second by Cindy.

**Unit Assessment Showcase:** Carrie shared that on April 15<sup>th</sup> and 22<sup>nd</sup> from 3:00PM to 3:30PM, the unit assessment liaisons will be presenting their showcases. She will send out a broad invitation to faculty, adjuncts, and administrators including Jonathan Keiser from district. She will also consider inviting department chairs and college advisors. The first set of presentations on the 15<sup>th</sup> will include Applied Sciences, Art/Architecture, and Physical Science. The second set on the 22<sup>nd</sup> will include Business, Humanities, Math/CIS, and Music. Jen shared that last year many people were invited but not very many showed up.

**Assessment Times:** John passed out hardcopies of the latest edition. Cindy motioned to approve, and Phil seconded.

**Summer:** Phillip shared that he would like to pilot the natural science assessment. Carrie will request a stipend for this.

**Subcommittees:** We worked in subcommittees from 3:40 to 4:00. Below are the summaries.

- ***Blast from the Past, Core Docs, and Information Literacy***
  - *Purpose:* Disseminating results from past assessments, tracking resulting institutional changes, updating core documents, and prepping the information literacy assessment of fall 2015.
  - *Subcommittee Chair:* Carrie
  - *Attendance Today:* Amy, Cindy, Carrie, Jeff, John, Matthew, Willard
  - *Discussion Today:* Members discussed the instructional documents for the information literacy assessment.
  
- ***Natural Sciences:***
  - *Purpose:* Preparation for the Natural Sciences Assessment of Fall 2015.
  - *Subcommittee Chair:* Phillip
  - *Attendance Today:* Aigerim, Phillip, Ray, Yev
  - *Discussion Today:* Members planned strategies for the summer pilot.
  
- ***Oral Communication:***
  - *Purpose:* Prepping the oral communication assessment of fall 2015.
  - *Attendance Today:* Loretta, Margarita
  - *Discussion Today:* Members continued editing the mini report.
  
- ***Unit Assessment:***
  - *Purpose:* Assessing at the unit level, which may include the discipline or department level.
  - *Attendance Today:* Erica, Fernando, Jen, Mick, Terri
  - *Discussion Today:* Liaisons met to discuss questions and plan the showcase presentations scheduled for the next two weeks.

**Adjournment and Approval of These Minutes:** Carrie adjourned the meeting at 4:00 PM. These 4/8/2015 minutes were approved on 4/21/2015 by email after a motion by Phillip and a second by Paul.



## Assessment Committee

Harold Washington College

### Committee Officers

Carrie Nepstad (Chair), John Kieraldo (Vice Chair),  
Phillip Vargas (Analyst), Jeff Swigart (Secretary)



### Unit Assessment Officers

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

### Minutes for 4/15/2015 (Approved)

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

#### Members Attending:

Jen Asimow – Applied Science  
Aigerim Bizhanova - Biology  
Terri Campbell – Business  
Cindy Cerrentano – Academic Affairs  
Janette Gayle – Social Sciences  
John Kieraldo – Library  
Yev Lapik – Biology  
Mick Laymon – Humanities and Music  
Erica McCormack – Humanities and Music  
Fernando Miranda-Mendoza – Math and CIS  
Carrie Nepstad – Applied Science  
Jeff Swigart – Math and CIS  
Ray Tse – Physical Science  
Phillip Vargas – Physical Science  
Loretta Visomirskis – English  
Paul Wandless – Art and Architecture  
Matthew Williams – ELL WL  
Allan Wilson – Physical Science

#### Honored Guests:

Tom Higgins – Physical Sciences Faculty, HWC  
Jonathan Keiser - Vice Chancellor of Educational  
Quality, District  
Margie Martyn – President, HWC  
Armen Sarrafian – Vice President of Academic and  
Student Affairs, HWC  
Kevin Smith – Dean of Instruction and Online  
Learning, HWC  
Keith Werosh – Manager of Student Outcomes  
Assessment, District

#### Agenda:

1. Unit Assessment Showcase

**Intro, Apologies, and Previous Minutes:** Carrie called the meeting to order at 3:02 PM. Margarita sent her apologies.

**Unit Assessment Presentations:** Three liaisons presented summaries of their work over the past academic year.

- **Applied Sciences:** Jen Asimow shared about her work on the capstone assessment for the basic certificate in youth work. This included working with Michael Heathfield, chair of Applied Sciences, to make a rubric with language appropriate to the youth work discipline that was then used to assess students' reports.
- **Physical Science:** Allan Wilson shared about his work on looking at the topics being taught in various chemistry classes and making sure that they match with the standards of the American Chemical Society. He also started conversations among faculty members about weaving current events into all physical science classes.
- **Unit Assessment in Art/Architecture:** Paul Wandless shared about his work with the Art 144 Two Dimensional Design course. He now has comparative data over many semesters on assessing measurable skills such as linear perspective, vanishing points, and hatching. He would like to assess more skills in the future such as color theory.

**Closing Thoughts:** Carrie thanked all of the guests who had come. She also continued to respond to many of the questions that had come up throughout the presentations. For example, administrators had asked many questions about closing the loop, and Carrie discussed how unit assessment discussions are integrated into department meetings. She also affirmed Paul's idea of forming special editions of the Assessment Times newsletter for each department.

**Subcommittees:** There was no time for subcommittees this week.

**Adjournment and Approval of These Minutes:** Carrie adjourned the meeting at 4:00 PM. These 4/15/2015 minutes were approved on 4/21/2015 by email after a motion by Phillip and a second by Paul.

# Assessment Committee

Harold Washington College



## Committee Officers

Carrie Nepstad (Chair), John Kieraldo (Vice Chair),  
Phillip Vargas (Analyst), Jeff Swigart (Secretary)

## Unit Assessment Officers

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

## Minutes for 4/22/2015 (Approved)

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

### Members Attending:

Jen Asimow – Applied Science  
Aigerim Bizhanova - Biology  
Terri Campbell – Business  
Cindy Cerrentano – Academic Affairs  
Janette Gayle – Social Sciences  
John Kieraldo – Library  
Yev Lapik – Biology  
Mick Laymon – Humanities and Music  
Erica McCormack – Humanities and Music  
Fernando Miranda-Mendoza – Math and CIS  
Willard Moody – English  
Carrie Nepstad – Applied Science  
Amy Rosenquist – English  
Jeff Swigart – Math and CIS  
Ray Tse – Physical Science  
Phillip Vargas – Physical Science  
Loretta Visomirskis – English  
Paul Wandless – Art and Architecture  
Matthew Williams – ELL WL

### Honored Guests:

Armen Sarrafian – Vice President of Academic and  
Student Affairs, HWC  
Kevin Smith – Dean of Instruction and Online  
Learning, HWC  
Keith Werosh – Manager of Student Outcomes  
Assessment, District

### Agenda:

1. Unit Assessment Showcase Part Two

**Intro, Apologies, and Previous Minutes:** Carrie called the meeting to order at 3:02 PM. Allan sent his apologies and will meet one-on-one with Erica at a different time during the week.

**Unit Assessment Presentations:** Three liaisons presented summaries of their work over the past academic year.

- **Humanities and Music:** Mick Laymon shared his work on assessing applied music instruction, namely through a rubric for a jury evaluation. The most difficult part was forming a rubric specific enough to give high quality data yet broad enough to cover many different types of performances such as instrumental versus vocal. He shared his final product on Google Docs as well as summary graphs of the most recent round of data.
- **Math and CIS:** Fernando Miranda-Mendoza shared his work on assessing Math 207 Calculus. Since this class builds on the algebra skills studied in Math 99 Intermediate Algebra and Math 140 College Algebra, a small number of objectives that span all three courses will be chosen to analyze. Fernando and others in the math department have now created a pilot tool that includes a rubric from the Mathematical Association of America. Armen shared that since this project spans multiple courses, perhaps it will be like program level assessment.
- **Business:** Terri Campbell shared her work on assessing Business 181 Financial Accounting and Business 182 Managerial Accounting. She and other business faculty agreed on a tool, namely an assessment examination, that they are working on to better align with their student learning outcomes. They plan to import it to Blackboard in summer 2015, run a pilot in fall 2015, and administer it fully in spring 2016. They will report their results to the ACBSP (Accreditation Council for Business Schools and Programs).

**Adjournment and Approval of These Minutes:** Carrie adjourned the meeting at 4:00 PM. These 4/22/2015 minutes were approved by email on 5/6/2015 after a motion by Loretta and a second by John.



## Assessment Committee

Harold Washington College

### Committee Officers

Carrie Nepstad (Chair), John Kieraldo (Vice Chair),  
Phillip Vargas (Analyst), Jeff Swigart (Secretary)



### Unit Assessment Officers

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

### Minutes for 4/29/2015 (Approved)

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

#### Members Attending:

Jen Asimow – Applied Science  
Aigerim Bizhanova – Biology  
Terri Campbell – Business  
Janette Gayle – Social Sciences  
John Kieraldo – Library  
Yev Lapik – Biology  
Mick Laymon – Humanities and Music  
Erica McCormack – Humanities and Music  
Fernando Miranda-Mendoza – Math and CIS  
Willard Moody – English  
Carrie Nepstad – Applied Science  
Amy Rosenquist – English  
Jeff Swigart – Math and CIS  
Ray Tse – Physical Science  
Phillip Vargas – Physical Science  
Loretta Visomirskis – English  
Paul Wandless – Art and Architecture  
Matthew Williams – ELL WL

#### Agenda:

1. Intro, Apologies, and Previous Minutes
2. Natural Sciences
3. Second Research Analyst
4. Updated Charge
5. Office Elections

**Intro, Apologies, and Previous Minutes:** Carrie called the meeting to order at 3:03 PM. Cindy Cerrentano sent her apologies. Allan Wilson sent his apologies and will meet one-on-one with Erica at a different time during the week. John took minutes since Jeff was late to the meeting.

**Natural Sciences:** Phillip shared about the recently finished draft of the natural sciences assessment. The biology questions were developed in house by Yev and Aigerim, and the physical science questions came from a mix of in house and other sources. The affective questions were adapted from CLASS (Colorado Learning Attitudes about Science Survey). There will be no demographics section since Phillip will draw the necessary data from Open Book using student ID's.

**Second Research Analyst:** Committee members discussed the potential need for a second research analyst to work with Phillip. Erica motioned to define such a position, and Ray seconded. The committee approved unanimously. Now this depends on administrative approval of release time.

**Updated Charge:** Carrie shared a draft of the updated charge. Committee members will read it for edits and vote on it next week. Committee members approved the charge unanimously by email on 5/9/2015 after a motion by Amy and a second by Paul.

**Officer Elections:** No one new requested to run for office, so committee members voted unanimously to keep currently serving officers.

**Adjournment and Approval of These Minutes:** Carrie adjourned the meeting at 4:00 PM. These 4/22/2015 minutes were approved by email on 5/6/2015 after a motion by Loretta and a second by John.