



Assessment Committee

Harold Washington College



Executive Officers

Carrie Nepstad (Chair)

John Kieraldo (Vice Chair of Gen Ed), Erica McCormack (Vice Chair of Unit Assessment)
Sarah Kakumanu (Research Analyst), Phillip Vargas (Research Analyst), Jeff Swigart (Secretary)

Departmental Unit Assessment Liaisons

Jen Asimow (Applied Science Liaison), Jess Bader (Art and Architecture Liaison)
Aigerim Bizhanova (Biology Liaison), Anthony Escudro (Physical Science Liaison)
Janette Gayle (Social Sciences Liaison), Erica McCormack (Humanities and Music Liaison)
Fernando Miranda-Mendoza (Math and CIS Liaison), Amy Rosenquist (English Liaison), Bral Spight (Business Liaison)

Minutes for 1/27/2016 (Approved)

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

<p>Members Attending:</p> <ul style="list-style-type: none"> ● Jen Asimow – Applied Science ● Aigerim Bizhanova - Biology ● Cindy Cerrentano – Academic Affairs ● Janette Gayle – Social Sciences ● Sarah Kakumanu - Math and CIS ● John Kieraldo – Library ● Erica McCormack – Humanities and Music ● Fernando Miranda-Mendoza – Math and CIS ● Carrie Nepstad – Applied Science ● BriAnne Nichols – Academic Support Services ● Amy Rosenquist – English ● Bara Sarraj – Biology ● Bral Spight – Business ● Jeff Swigart – Math and CIS ● Loretta Visomirskis – English 	<p>Agenda:</p> <ol style="list-style-type: none"> 1. Intro, Apologies, and Previous Minutes 2. Report from Administration 3. Conference Proposals 4. Core Documents 5. Semester Working Calendar 6. Annual Report 7. Subcommittee Breakdown 8. Any Other Business
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Intro, Apologies, and Previous Minutes: Carrie called the meeting to order at 3:02 PM. Phillip Vargas sent his apologies. The 12/2/2015 minutes were approved after a motion by Cindy and a second by Jen. Carrie asked everyone to introduce themselves for the newcomers.

Report from Administration: Carrie shared about her unofficial meeting with VP Armen Sarrafian last Thursday. They discussed plans for program level assessment, which involves assessing paths that end in a degree. They also discussed the possibility of a faculty meeting sometime in April to discuss assessment, perhaps partnering with CAST (Committee on the Art and Science of Teaching). It may be set up as a mandatory meeting, and committee members discussed the pros and cons of this. Jen suggested that this meeting be used for the unit-level assessment presentations, which would then free up our last two weeks of regular committee meetings. Carrie also shared about her recent districtwide assessment meeting at Malcolm X College and led by Keith Werosh. She will email this group within the next week to see if anyone would like to attend the upcoming Assessment Fair in Palatine.

Conference Proposals: Jen shared about proposing a presentation on our unit-level liaison work to give at the upcoming Assessment Fair at Harper College in Palatine on February 26th. Carrie, Erica, Fernando, and Jen all shared that they are considering attending. Carrie will ask VP Sarrafian about funding. Carrie also shared about a conference by Consortium for Illinois Learning Communities at Truman College on April 15th, with proposals due on February 12th. She asked us to consider whether or not we should propose.

Core Documents: Carrie asked us to read through the charge and long-range calendar to consider edits.

Semester Working Calendar: Carrie passed out the semester working calendar.

Subcommittee Breakdown: Carrie shared that there will be three subcommittees starting next week. The Unit-Level Subcommittee will involve all of the liaisons and their work within their respective departments. The Closing the Loop Subcommittee will work on the weekly message, connecting with CAST, professional development opportunities with faculty,

and archiving anecdotes of how past assessments have affected teaching and learning. Members will include Amy, BriAnne, Jeff, and Loretta. The General Education Subcommittee will work on the upcoming Humanities Assessment data collection in Fall 2016. Members will include Aigerim, Cindy, Erica, Jen, John K, and Sarah.

Any Other Business:

- *CAST:* Carrie shared that she invited Kamran to attend one of our meetings sometime soon on behalf of CAST. She hopes that connecting with CAST will help our work be even more relevant to faculty members.
- *FDW Feedback:* Carrie shared that she has received good feedback on the committee's presentation at the Fall 2015 Faculty Development Week. For example, our oral communication assessment encourage some faculty members to start assigning speeches in their classes again.
- *Annual Report:* Carrie asked for volunteers to read and edit her annual report draft. Amy, Bara, Erica, John, and Loretta all volunteered.
- *Tenure and Assessment:* Carrie shared that we should discuss this semester what tenure-track faculty members should be able to demonstrate about assessment at the end of the tenure process.

Adjournment and Approval of These Minutes: Carrie adjourned the meeting at 4:00 PM. These 1/27/2016 minutes were approved on 2/3/2016 after a motion by Cindy and a second by Loretta.



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Minutes for 2/3/2016 (Approved)

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

<p>Members Attending:</p> <ul style="list-style-type: none"> ● Jen Asimow - Applied Science ● Aigerim Bizhanova - Biology ● Cindy Cerrentano - Academic Affairs ● Sarah Kakumanu - Mathematics ● John Kieraldo - Library ● Yev Lapik - Biology ● Erica McCormack - Humanities and Music ● Fernando Miranda-Mendoza - Math and CIS ● Willard Moody - English ● Carrie Nepstad - Applied Science ● Amy Rosenquist - English ● Bara Sarraj - Biology ● Bral Spight - Business ● Jeff Swigart - Math and CIS ● Phillip Vargas - Physical Science ● Loretta Visomirskis - English <p>Honored Guests:</p> <ul style="list-style-type: none"> ● Kristin Bivens - English ● Kamran Swanson - Humanities and Music 	<p>Agenda:</p> <ol style="list-style-type: none"> 1. Intro, Apologies, and Previous Minutes 2. Updates from Administration 3. Review of the Charge 4. Review of the Master Calendar 5. Guests from CAST 6. Subcommittee Time
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Intro, Apologies, and Previous Minutes: Carrie called the meeting to order at 3:02 PM. Janette Gayle and BriAnne Nichols sent their apologies. The 1/27/2016 minutes were approved after a motion by Cindy and a second by Loretta.

Updates from Administration: Carrie shared about her meeting with VP Armen Sarrafian. Now the plan is to not include assessment in the state of the college meeting but rather have a separate mandatory April meeting dedicated to assessment. Carrie will write a careful invitation to the faculty for the meeting. The primary goal will be to discuss program level assessment. Carrie also shared that VP Sarrafian is asking in the budget for two more unit level liaisons for the Library and English-Language Learning. She will also continue to ask for an extra stipend for the Applied Sciences secretary Sherri Hayden since she helps our committee with so much paperwork.

Review of the Charge: Committee members made the following suggestions for editing the charge:

- Clarify who is in charge of the reports.
- Add that the analysts' roles include protecting our data.
- Clarify how liaisons are appointed.
- Add more description to the secretary's role..

Review of the Master Calendar: Carrie asked if we could add information on unit-level assessment to the master calendar that currently only includes general education assessment. Jen offered to work on this.

Guests from CAST: Kamran Swanson and Kristin Bivens discussed various ideas on how our committee can partner with CAST (Committee on the Art and Science of Teaching). Here is a summary:

- Blog posts with interviews of faculty members and administration.
- Partnered talks with CAST.
- Podcasts.
- Brown bag lunch discussions.
- Formalize the CAST relationship in the Assessment Committee charge.
- Making the upcoming April event a joint Assessment Committee and CAST event. (Carrie will draft an invitation to share with committee members.)

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

- **General Education**
 - *Purpose:* Report on 2015 Natural Sciences data collection, prepare for 2016 Humanities data collection.
 - *Subcommittee Chair:* John
 - *Attendance Today:* Cindy, Jen, John, Phil, Sarah
 - *Discussion Today:* Members discussed reports and tool from last humanities assessment, what the process was, and what had value. They plan to read the humanities 2007 report for next week. Jen has a DVD of a committee discussion from this time, and John will try to rip it to video files to share with everyone.
- **Closing the Loop**
 - *Purpose:* Produce weekly message and semesterly Assessment Times newsletter, work on partnering with CAST, archive examples of evidence of responses to committee recommendations.
 - *Subcommittee Chair:* Jeff
 - *Attendance Today:* Amy, Carrie, Jeff, Kamran, Kristin, Loretta, Willard, Yev
 - *Discussion Today:* Members discussed many ideas for Carrie's first weekly message to the faculty. Jeff will compile these to email to Carrie. Next week members will discuss the pen pals from faculty development week and the plan for the upcoming Assessment Times.
- **Unit Assessment**
 - *Purpose:* Assess at the unit level, which may include the discipline or department level.
 - *Subcommittee Chair:* Erica
 - *Attendance Today:* Aigerim, Amy, Bral, Erica, Fernando, Jen
 - *Discussion Today:* Members discussed individual projects. New liaisons are narrowing down the outcome and assessment project that will comprise their focus for this semester. Returning liaisons also shared about their projects and provided suggestions for new liaisons about how to implement their proposed project.

Adjournment and Approval of These Minutes: Carrie adjourned the meeting at 4:00 PM. These 2/3/2016 minutes were approved on 2/10/2016 after a motion by Erica and a second by Phillip.



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Minutes for 2/10/2016 (Approved)

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

<p>Members Attending:</p> <ul style="list-style-type: none"> ● Jess Bader - Art and Architecture ● Aigerim Bizhanova - Biology ● Cindy Cerrentano - Academic Affairs ● Janette Gayle - Social Sciences ● Sarah Kakumanu - Mathematics ● John Kieraldo - Library ● Yev Lapik - Biology ● Erica McCormack - Humanities and Music ● Fernando Miranda-Mendoza - Math and CIS ● Willard Moody - English ● Carrie Nepstad - Applied Science ● BriAnne Nichols - Academic Support Services ● Jeff Swigart - Math and CIS ● Phillip Vargas - Physical Science ● Loretta Visomirskis - English 	<p>Agenda:</p> <ol style="list-style-type: none"> 1. Intro, Apologies, and Previous Minutes 2. Congratulations 3. Revised Charge 4. Master Calendar 5. Annual Report 6. Follow-Up to Meeting with CAST 7. Any Other Business 8. Subcommittees
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Intro, Apologies, and Previous Minutes: Carrie called the meeting to order at 3:02 PM. Jen Asimow, Amy Rosenquist, Bara Sarraj, and Bral Spight send their apologies. The 2/3/2016 minutes were approved after a motion by Erica and a second by Phillip.

Congratulations: Carrie congratulated those on our committee who recently advanced in the tenure process: Aigerim Bizhanova for 3rd year contract, Fernando Miranda-Mendoza for 3rd year contract, Amy Rosenquist for tenure, Bara Sarraj for 2nd year contract, and Bral Spight for 3rd year contract.

Revised Charge: Carrie shared that she is working on the edits suggested by committee members. She would like to add to the chair's responsibilities to oversee that the deliverables of each position are met and submit this information to the administration when necessary, in order to protect the integrity of the special assignments. Cindy motioned the idea and Phillip seconded, and the committee unanimously agreed. Carrie will make the necessary edits, and the committee will vote again on the updated charge next week.

Master Calendar: Carrie tabled this for next week. Jen will discuss it next week when she returns.

Annual Report: Carrie thanked Bara, Erica, and Loretta for reading through the report for edits. She also shared that she will begin to include membership lists in annual reports, and for someone to be on these lists they must participate in committee meetings throughout the academic year.

CAST Follow Up: Committee members discussed various ideas about our relationship with CAST.

- *CASTpod*: Carrie shared that she and Erica worked today with Kristin Bivens on their first podcast with CAST (Committee on the Art and Science of Teaching), cleverly called a CASTpod.
- *April Event and the Unit Liaison Presentations*: Carrie shared that a date still needs to be finalized for the upcoming April event. Committee members discussed whether or not the unit liaison talks should be given during this event rather than during our committee meetings. Should the unit liaison presentations be given at this event instead of during last few committee meetings? Various committee members discussed that we can strive to make these presentations more interactive and about big picture assessment, not just individual teaching success, in order to help faculty members feel less defensive. Erica motioned to do the unit presentations at the April event, Jeff seconded, and the committee approved unanimously.
- *Greater Participation*: Cindy also suggested that we invite CAST to more of our meetings and that we attend more CAST events.
- *TED Talk*: Various committee members discussed the CAST event yesterday about Brene Brown's TED talk on vulnerability in teaching. Carrie shared that being willing to assess oneself requires vulnerability since the process may reveal weakness. Erica shared that she hopes we can make assessment less about scrutiny and more about the desire to improve our teaching. Yev shared that she has been trying to teach her biology students to learn from their mistakes in their labs. Here is the link to the TED talk:
https://www.ted.com/talks/brene_brown_on_vulnerability?language=en

Any Other Business:

- *Weekly Message*: Carrie shared that she sent out her first weekly message a few days ago. She received some responses including one about the importance of being student-centered.
- *Adjuncts*: Cindy shared that she hopes we can think of ways to reach out to and support our adjuncts. Erica suggested a coffee talk.
- *Assessment Fair*: Carrie shared that it was very difficult to get the paperwork approved for travel reimbursement for those attending the upcoming Assessment Fair, but it's now finally worked out.
- *Assessment Times*: Carrie asked everyone to start thinking about submissions for our next newsletter.
- *Budget*: Carrie asked if there are any requests for the budget. Committee members suggested money for summer special assignments and a stipend for Sherri Hayden, the applied sciences secretary who helps with our committee's special assignment forms and other paperwork.

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

- **General Education**
 - *Purpose*: Report on 2015 Natural Sciences data collection, prepare for 2016 Humanities data collection.
 - *Subcommittee Chair*: John
 - *Attendance Today*: Carrie, Cindy, Phil, Sarah
 - *Discussion Today*: Phil and Sarah will meet outside of committee time to discuss analysis strategies. Phil is looking at the 2007 humanities data to prepare for comparing it to the data we will collect this fall.
- **Closing the Loop**
 - *Purpose*: Produce weekly message and semesterly Assessment Times newsletter, work on partnering with CAST, archive examples of evidence of responses to committee recommendations.
 - *Subcommittee Chair*: Jeff
 - *Attendance Today*: Amy, Carrie, Jeff, Kamran, Kristin, Loretta, Willard, Yev
 - *Discussion Today*: Members discussed the next weekly message, suggesting to focus on student-centeredness since that was one of the comments responding to the last weekly message.
- **Unit Assessment**
 - *Purpose*: Assess at the unit level, which may include the discipline or department level.
 - *Subcommittee Chair*: Erica
 - *Attendance Today*: Aigerim, Erica, Fernando, Janette
 - *Discussion Today*: Members discussed individual challenges and next steps. Erica met separately with Amy, Anthony, and Jess.

Adjournment and Approval of These Minutes: Carrie adjourned the meeting at 4:00 PM. These 2/10/2016 minutes were approved on 2/17/2016 after a motion by Loretta and a second by Bral.



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Minutes for 2/17/2016 (Approved)

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

<p>Members Attending:</p> <ul style="list-style-type: none"> ● Jen Asimow - Applied Science ● Aigerim Bizhanova - Biology ● Cindy Cerrentano - Academic Affairs ● Janette Gayle - Social Sciences ● Sarah Kakumanu - Mathematics ● John Kieraldo - Library ● Yev Lapik - Biology ● Erica McCormack - Humanities and Music ● Fernando Miranda-Mendoza - Math and CIS ● Willard Moody - English ● Carrie Nepstad - Applied Science ● Amy Rosenquist - English ● Bara Sarraj - Biology ● Bral Spight - Business ● Jeff Swigart - Math and CIS ● Loretta Visomirskis - English 	<p>Agenda:</p> <ol style="list-style-type: none"> 1. Intro, Apologies, and Previous Minutes 2. Administration Updates 3. Faculty Council Updates 4. CAST Updates 5. Core Documents 6. Officers for Next Year 7. Subcommittee Time
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Intro, Apologies, and Previous Minutes: Carrie called the meeting to order at 3:02 PM. Jess and Phillip sent their apologies. The 2/10/2016 minutes were approved after a motion by Loretta and a second by Bral.

Administration Updates: Carrie shared about the recent meeting attended by herself, Erica, John, and VP Armen Sarrafian. Here are the discussion topics:

- **Special Assignments:** Carrie will now put fuller descriptions on special assignment forms based on wording from the committee charge. For example, on special assignment forms for the research analysts, she will use language from the charge about that role.
- **College-Wide Event:** Armen is suggesting April 8th as a potential date for the college-wide event. The unit liaisons will likely give their showcase presentations during this event. Erica assured the liaisons that if their presentation date is indeed moved up, it will be alright if their projects are incomplete. They would only need to present on what they have done so far.
- **Online Classes:** Armen asked about the committee's method for assessing online classes, and Carrie responded that for our general education assessments we make sure to sample a variety of in-person, hybrid, and online classes all with the same general methodology.
- **Reimbursements:** Carrie and Erica shared with Armen about all of the problems they faced in requesting a travel reimbursement for presenting at a conference. They spent so many hours on it that they considered canceling the presentation. It is finally worked out, though, and Armen is looking into where the process is breaking down.
- **TLC:** Armen is interested in the collaboration of our committee with CAST and Student Services. He would like the joining of these three arms of the college to be called the Teaching and Learning Center.
- **Budget:** Carrie requested stipends for Phillip for writing Natural Sciences report as well as for others implementing the humanities pilot and writing the handbook.

- *Committee Discussion:* After Carrie's summary of the meeting with Armen, committee members discussed various points. Jen suggested that we assess student perceptions of online classes versus other forms. In fact, she is currently designing such an assessment for child development that will hopefully be replicable for other departments. Carrie suggested that we try to build relationships with the AOC's (Academic Online Coordinators). Jeff will get a master list of AOC's from Cindy. Cindy shared that all of this may lead to a discussion of academic freedom for online instructors. Carrie finally shared that we need to get our house in order regarding online online classes, both as a committee and as an entire college, before we begin the self-study this fall.

Faculty Council Updates: Carrie shared that Phillip attended the recent faculty council meeting on behalf of our committee. Members of faculty council had been discussing our administration's push for program-level assessment and whether or not it is also faculty-driven. Carrie wrote a statement for Phillip to share at the meeting about our committee's future role in all of this. The main idea of the statement is that we want to jump into program level assessment in a faculty-led way rather than wait too long and have to be told how to do it by the administration.

CAST Updates: Carrie did another CASTpod today about closing the loop. It will be available soon on the CAST section of the Harold Lounge website found here: <http://haroldlounge.com/about-cast/>

Core Documents: Committee members discussed various tiny edits to the charge as well as a flow chart explaining the relationships among various committee roles. John motioned that the flow chart be moved to the handbook. Amy seconded, and the committee unanimously approved. Jen motioned to approve the tiny edits. Cindy seconded, and the committee unanimously approved. Jen shared her edits on the long-range calendar to illustrate unit assessment work. Committee members suggested that she also illustrate program-level assessment work. Jen will work on this more and share again next week.

Officers for Next Year: Carrie shared that there will likely be approval for library and ELL (English Language Learning) liaisons as well as three program-level liaisons, each with three hours of release time. We must update the charge to include these roles as well as determine who will supervise the program-level work. We may possibly need another vice chair role. We will also need to write program level outcomes. Next week we will vote on all officers for the following academic year.

Any Other Business:

- *Weekly Message:* Carrie has been continuing discussions with commenters on her weekly message.
- *Newsletter:* Carrie asked subcommittees to continue to prepare for the upcoming Assessment Times issue.

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

- **General Education**
 - *Purpose:* Report on 2015 Natural Sciences data collection, prepare for 2016 Humanities data collection.
 - *Subcommittee Chair:* John
 - *Attendance Today:* Cindy, John, Sarah
 - *Discussion Today:* Members discussed their continued preparations for the humanities assessment.
- **Closing the Loop**
 - *Purpose:* Produce weekly message and semesterly Assessment Times newsletter, work on partnering with CAST, archive examples of evidence of responses to committee recommendations.
 - *Subcommittee Chair:* Jeff
 - *Attendance Today:* Carrie, Jeff, Loretta, Yev
 - *Discussion Today:* Members discussed future weekly message topics. Yev suggested that we ponder how to close the rift between those in the assessment committee and those not in it. Jeff continued this line of thought by emphasizing the importance of illustrating to other faculty that our committee is not a police force but rather a resource for them to make use of as desired.
- **Unit Assessment**
 - *Purpose:* Assess at the unit level, which may include the discipline or department level.

- *Subcommittee Chair:* Erica
- *Attendance Today:* Aigerim, Amy, Bral, Erica, Fernando, Janette, Jen
- *Discussion Today:* Members discussed the potential relocation of the unit assessment showcase to the upcoming college-wide meeting. They also discussed writing a semester calendar and developing rubrics tied to student learning outcomes.

Adjournment and Approval of These Minutes: Carrie adjourned the meeting at 4:00 PM. These 2/17/2016 minutes were approved on 2/24/2016 after a motion by Jen and a second by Bral.



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Minutes for 2/24/2016 (Approved)

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

<p>Members Attending:</p> <ul style="list-style-type: none"> ● Jen Asimow - Applied Science ● Aigerim Bizhanova - Biology ● Cindy Cerrentano - Academic Affairs ● Janette Gayle - Social Sciences ● Sarah Kakumanu - Mathematics ● Yev Lapik - Biology ● Erica McCormack - Humanities and Music ● Fernando Miranda-Mendoza - Math and CIS ● Willard Moody - English ● Carrie Nepstad - Applied Science ● Amy Rosenquist - English ● Bara Sarraj - Biology ● Bral Spight - Business ● Jeff Swigart - Math and CIS ● Phillip Vargas - Physical Science ● Loretta Visomirskis - English 	<p>Honored Guests:</p> <ul style="list-style-type: none"> ● Chris Sabino (HWC Math Faculty) ● Frank Wang (LaGuardia CC Math Faculty) ● Keith Werosh (District Manager of Student Outcomes Assessment) <p>Agenda:</p> <ol style="list-style-type: none"> 1. Intro, Apologies, and Previous Minutes 2. Brief Updates 3. Presentation by Frank Wang of Laguardia Community College
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Intro, Apologies, and Previous Minutes: Carrie called the meeting to order at 3:03 PM. There were no apologies for absence. The 2/17/2016 minutes were approved after a motion by Jen and a second by Bral.

Brief Updates:

- **Program-Level Assessment:** Carrie shared the statement she wrote about our committee's potential relationship with program-level assessment. She recently sent this statement with Phillip to share at a faculty council meeting. Jeff will email this statement to the committee.
- **Officer Elections:** Carrie reminded everyone that officer elections will happen next week.
- **Assessment Fair:** Carrie, Erica, Fernando and Jen shared that they are continuing to prepare for their presentation at the upcoming Assessment Fair at Harper College in Palatine.
- **College-Wide Meeting:** Erica shared that the April 8th date for the college-wide meeting is almost set, and it is very likely the liaisons will use this time to present their showcases.
- **Guests:** Carrie welcomed our honored guests of Chris Sabino, Frank Wang, and Keith Werosh.

Presentation: Frank Wang shared about his work at LaGaurdia Community College and the rest of CUNY (City Universities of New York) on assessing quantitative reasoning. Awhile back he found our 2009 quantitative reasoning report on our webpage and contacted Chris Sabino about coming to present to us. His presentation included various aspects of his institution's assessment work including the importance of thinking beyond pretests and posttests, holding norming sessions for graders, focusing on a small number of student learning outcomes at a time, and being patient over many semesters when looking for evidence of change. One of his main points was the importance of expanding the role of quantitative reasoning in curriculum, such as by doing math in classes of other subjects such as history as well as doing writing assignments in math classes. He cited the National Numeracy Network and SENCER (Science Education for New

Civic Engagements and Responsibilities) as two organizations having a great influence on his work. He also shared some of the learning modules with us that were developed in response to the assessment data collected.

Subcommittees: There was no time for subcommittees this week.

Adjournment and Approval of These Minutes: Carrie adjourned the meeting at 4:00 PM. These 2/24/2016 minutes were approved on 3/2/2016 after a motion by Phillip and a second by Erica.



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Minutes for 3/2/2016 (Approved)

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

<p>Members Attending:</p> <ul style="list-style-type: none"> • Jen Asimow - Applied Science • Aigerim Bizhanova - Biology • Cindy Cerrentano - Academic Affairs • Janette Gayle - Social Sciences • Sarah Kakumanu - Mathematics • John Kieraldo - Library • Yev Lapik - Biology • Erica McCormack - Humanities and Music • Fernando Miranda-Mendoza - Math and CIS • Willard Moody - English • Carrie Nepstad - Applied Science • Amy Rosenquist - English • Bara Sarraj - Biology • Bral Spight - Business • Jeff Swigart - Math and CIS • Phillip Vargas - Physical Science • Loretta Visomirskis - English 	<p>Agenda:</p> <ol style="list-style-type: none"> 1. Intro, Apologies, and Previous Minutes 2. Annual Report 3. Reflection on Frank Wang 4. Assessment Fair 5. Voting on Officers 6. April 8th Event Planning 7. Any Other Business 8. Subcommittees
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Intro, Apologies, and Previous Minutes: Carrie called the meeting to order at 3:02 PM. Jess Bader sent her apologies for absence. The 2/24/2016 minutes were approved after a motion by Phillip and a second by Erica.

Annual Report: Carrie tabled this until next meeting.

Reflection on Frank Wang: Committee members reflected on last week's visit by Professor Frank Wang from CUNY (City University of New York). Jen shared that she appreciated his kind words about our work, and she was encouraged by the fact that he procured grant money for his work at CUNY. Perhaps we should look into grant money. Phillip shared about his lunch meeting with Frank, and they discussed similar issues that their institutions are going through including shared governance and redesign of developmental classes. Carrie shared that she was impressed by his work, yet she also considered it reflects one aspect of the many things the HWC Assessment Committee routinely does.

Assessment Fair: Carrie, Cindy, Erica, Fernando, and Jen shared about their trip to the 20th Annual Illinois Community College Assessment Fair at Harper College in Palatine. Jen shared that there was much less audience participation than last year during the presentation they gave. Fernando noted that the audience contained a high percentage of administrators. Cindy shared she learned a lot about our committee from listening to the others present on our work. Erica shared that one presentation she attended did little to differentiate between assessment and grading. Jen also shared that another presentation she attended focused almost primarily on content-specific issues without delving into assessment issues. Carrie shared that she would like us to continue exploring ways to be involved with this annual conference.

Voting on Officers: Carrie shared that there were no new requests to run for our committee's executive office for next academic year, and all current executive officers are interested in keeping their roles with the one exception of Jeff and John requesting to switch roles. So the potential officers for next academic year include Carrie Nepstad as Chair, Erica McCormack as Vice Chair of Unit Assessment, Jeff Swigart as Vice Chair of Gen Ed, Sarah Kakumanu as Research Analyst, Phillip Vargas as Research Analyst, and John Kieraldo as Secretary. Jen motioned for acclimation, Cindy seconded, and the committee approved unanimously.

April 8th Event Planning: Carrie shared that the upcoming college-wide mandatory meeting will be on April 8th from 9:30AM to 12:30PM in rooms 101 and 102. It will be hosted by the Assessment Committee, CAST (Committee on the Art and Science of Teaching), Curriculum Committee, and Faculty Council. Armen will send out a save-the-date email, and Carrie will follow that with a more detailed email of her own. The event will include, among other things, unit liaisons giving their presentations and a discussion about program-level assessment. The Closing the Loop subcommittee will work on planning. Jen shared that she hopes the event is practical and interactive, involving more than just information someone could read. Carrie shared that she hopes faculty members will buy into the meeting despite it being mandatory.

Comment [1]: The Curriculum Committee did not respond when I asked them to co-host. For now, just include CAST, Faculty Council, and HWC AC

Any Other Business:

- *Assessment Times:* Carrie shared that she would like the theme of this newsletter to be institutional memory. The rough drafts of articles are due in three weeks.
- *Long-Range Calendar:* Jen shared her attempt to illustrate unit assessment work on our long-range calendar. Committee members liked it very much. Erica motioned for approval, Phillip seconded, and the committee approved unanimously.
- *Order:* Bral shared some suggestions about how our committee discussions could be more in line with Robert's Rules of Order. For example, he suggested we ask for arguments for and against any motion before the final vote. Carrie promised to read Robert's Rules of Order again.

Subcommittees: There was no time for subcommittees today.

Adjournment and Approval of These Minutes: Carrie adjourned the meeting at 4:00 PM. These 3/2/2016 minutes were approved on 3/9/2016 after a motion by Amy and a second by Loretta.



Assessment Committee

Harold Washington College



Executive Officers

Carrie Nepstad (Chair)

John Kieraldo (Vice Chair of Gen Ed), Erica McCormack (Vice Chair of Unit Assessment)
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Fernando Miranda-Mendoza (Math and CIS Liaison), Amy Rosenquist (English Liaison), Bral Spight (Business Liaison)

Minutes for 3/9/2016 (Approved)

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

<p>Members Attending:</p> <ul style="list-style-type: none"> ● Jen Asimow - Applied Science ● Jess Bader - Art and Architecture ● Aigerim Bizhanova - Biology ● Cindy Cerrentano - Academic Affairs ● Sarah Kakumanu - Math and CIS ● Yev Lapik - Biology ● Erica McCormack - Humanities and Music ● Fernando Miranda-Mendoza - Math and CIS ● Carrie Nepstad - Applied Science ● Amy Rosenquist - English ● Bara Sarraj - Biology ● Bral Spight - Business ● Jeff Swigart - Math and CIS ● Phillip Vargas - Physical Science ● Loretta Visomirskis - English 	<p>Agenda:</p> <ol style="list-style-type: none"> 1. Intro, Apologies, and Previous Minutes 2. District Assessment Meeting 3. April 8th Event 4. Assessment Times
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Intro, Apologies, and Previous Minutes: Carrie called the meeting to order at 3:03 PM. Janette Gayle and John Kieraldo sent their apologies for absence. The 3/2/2016 minutes were approved after a motion by Amy and a second by Loretta.

District Assessment Meeting: Carrie shared about the recent district assessment meeting. Those in attendance discussed the Assessment Fair as well as the question of whether or not data should be analyzed according to race. Bral responded that this is a good example of the importance of peer review. Those involved in assessment should be ready for constructive criticism without taking it personally. Carrie also shared that she brought up the idea of a FAQ document at the meeting as a resource that we can lead interested faculty to. Carrie also suggested that we write about the question of analysis of race data in our handbook.

April 8th Event: Carrie asked committee members to consider to brainstorm ideas for the upcoming mandatory faculty meeting. We have 3 hours to work with which will include LGBTQ panel discussion, unit assessment presentations, a discussion on program assessment, and breakout sessions. Committee members suggested topics for the breakout sessions such as rubric design, grading versus assessing, data analysis, classroom assessment techniques, online learning, general education, and tips on giving feedback. Another proposed idea was an assessment mythbusters session. Carrie suggested that we try to connect the LGBTQ discussion to pedagogy. Below is a rough idea for a schedule:

9:30AM-10:00AM: Assessment Overview in the Main Room

10:00AM-10:50AM: LGBTQ Keynote in the Main Room

11:00AM-11:40AM: Breakout Sessions Round 1

11:50AM-12:30PM: Breakout Sessions Round 2

Assessment Times: Carrie reminded everyone to continue thinking about newsletter items. The rough draft is due in week

ten right after spring break.

Subcommittees: There was no time for subcommittees this week.

Adjournment and Approval of These Minutes: Carrie adjourned the meeting at 4:00 PM. These 3/9/2016 minutes were approved on 3/16/2016 after a motion by Jen and a second by Amy.



Assessment Committee

Harold Washington College



Executive Officers

Carrie Nepstad (Chair)

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Janette Gayle (Social Sciences Liaison), Erica McCormack (Humanities and Music Liaison)
Fernando Miranda-Mendoza (Math and CIS Liaison), Amy Rosenquist (English Liaison), Bral Spight (Business Liaison)

Minutes for 3/16/2016 (Approved)

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

<p>Members Attending:</p> <ul style="list-style-type: none"> ● Jen Asimow - Applied Science ● Aigerim Bizhanova - Biology ● 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 ● Amy Rosenquist - English ● Bara Sarraj - Biology ● Bral Spight - Business ● Jeff Swigart - Math and CIS ● Loretta Visomirskis - English 	<p>Agenda:</p> <ol style="list-style-type: none"> 1. Intro, Apologies, and Previous Minutes 2. Annual Report 3. Updates from the Chair 4. April 8th Meeting Prep 5. Any Other Business
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Intro, Apologies, and Previous Minutes: Carrie called the meeting to order at 3:03 PM. Jess Bader, Sarah Kakumanu, and Phillip Vargas sent their apologies for absence. The 3/9/2016 minutes were approved after a motion by Jen and a second by Amy.

Annual Report: Committee members worked on edits for the 2014-2015 annual report. Carrie will use these edits to finish the final draft soon.

Updates from the Chair:

- Carrie and Cindy shared about their recent meeting with some of Truman College's Assessment Committee members. They specifically discussed the issue of whether or not it is a good idea to analyze assessment data according to race.
- Carrie asked Armen for money for books for committee members in order to facilitate some in-house professional development.

April 8th Meeting Prep:

- *Overall Sketch:* The overall meeting will consist of three parts: a 50 minute overview of assessment given by Carrie, a 30 minute keynote on LGBTQ issues given by Joe Hinton, and finally two 40 minute breakout sessions.
- *Specific Ideas for the Overview:* Carrie would like to give an overview of all types of assessment including general education, unit, and program. She would also like to discuss the 2012 diversity report in an email to the college. An overriding theme she would like to portray is that our work in assessment is an ongoing process.
- *Specific Ideas for LGBTQ Keynote:* It will hopefully be related to pedagogy and appropriate for being delivered to

faculty.

- *Faculty Learning Outcomes:* Carrie has coined the abbreviation FLO for faculty learning outcome. She would like to develop some of these as goals for the meeting. Two potential ideas are as follows:
 - Define basic assessment terms.
 - Differentiate among general education, unit, and program.
- *Potential Breakout Session Ideas:*
 - Unit Liaisons
 - Hybrid Classes, Potentially by Vincent Wiggins and Kristin Bivens
 - Lit Reviews
 - Program Level Assessment
 - Assessment vs Grading: The Epiphany
 - Online Learning: Compare and Contrast to Other Modes of Learning, Potentially by Jen
 - Rubrics
 - Interactive Assessment
 - Data Analysis
 - Closing the Loop: So What Now?
- *Other Ideas:*
 - Poster Presentations
 - Blurbs for each breakout session on the Google form that Jeff will create for estimating interest in each breakout.
 - Overall, Carrie hopes to plan a clean, direct, and succinct meeting, geared to the outcomes.

Any Other Business:

- *Assessment Times:* Carrie reminded everyone that rough draft articles are due in week 10. She also suggested that we write an article about some of the content we'll be discussing on April 8th as a prep for the meeting.
- *Subcommittees:* We did not have time for subcommittees this week but will continue next week. The General Education Subcommittee will continue to prep the upcoming Humanities Assessment for Fall 2016, and specifically Jeff will reach out to Dave Richardson about writing new content for it. The Closing the Loop subcommittee will continue planning the April 8th meeting including weekly messages and marketing. The Unit Assessment Subcommittee will continue working on newsletter articles and planning their April 8th presentations.

Adjournment and Approval of These Minutes: Carrie adjourned the meeting at 4:00 PM. These 3/16/2016 minutes were approved on 3/30/2016 after a motion by Jen and a second by Loretta.



Assessment Committee

Harold Washington College



Executive Officers

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Fernando Miranda-Mendoza (Math and CIS Liaison), Amy Rosenquist (English Liaison), Bral Spight (Business Liaison)

Minutes for 3/30/2016 (Approved)

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

<p>Members Attending:</p> <ul style="list-style-type: none"> ● Jen Asimow - Applied Science ● Aigerim Bizhanova - Biology ● Cindy Cerrentano - Academic Affairs ● Sarah Kakumanu - Math and CIS ● John Kieraldo - Library ● Yev Lapik - Biology ● Erica McCormack - Humanities and Music ● Fernando Miranda-Mendoza - Math and CIS ● Willard Moody - English ● Carrie Nepstad - Applied Science ● Amy Rosenquist - English ● Bral Spight - Business ● Jeff Swigart - Math and CIS ● Phillip Vargas - Physical Science ● Loretta Visomirskis - English <p>Honored Guests:</p> <ul style="list-style-type: none"> ● Dave Richardson - Humanities 	<p>Agenda:</p> <ol style="list-style-type: none"> 1. Intro, Apologies, and Previous Minutes 2. Special Assignment Guidelines 3. Assessment Times 4. April 8th Event Planning 5. Subcommittees
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Intro, Apologies, and Previous Minutes: Carrie called the meeting to order at 3:03 PM. Jess Bader and Janette Gayle sent their apologies for absence. The 3/16/2016 minutes were approved after a motion by Jen and a second by Loretta.

Special Assignment Guidelines: Carrie shared about her recent meeting with VP Armen Sarrafian. She specifically discussed with him various guidelines regarding special assignments. Most importantly, if two people both want special assignment, it can be a good idea to consider rotation points. Yet Armen has the final call and would consider Carrie's recommendation. Hopefully this would be someone with experience on the committee or other qualifications that would be a good fit for the special assignment.

Assessment Times: Because of the great amount of planning that still needs to be done for April 8th, Carrie suggested that we postpone the Assessment Times for at least one week.

April 8th Event Planning: Committee members discussed various issues regarding the planning of the upcoming event.

- *Administration:* In order to promote this as a faculty-driven event, most administrators will likely not be attending. Committee members discussed the advantages and disadvantages of this at length. Cindy motioned that our invitation contain no explicit invitation to administrators, and Erica seconded. The committee unanimously approved. Since administrators will miss the unit assessment presentations, unit liaisons can therefore submit their written reports to the administration, as well as optional presentations or audio-narrated presentation videos.

- *Breakout Sessions:* Carrie asked that everyone leading a breakout session write a title, description, faculty learning outcome, and intended audience to put in the event's program. She also asked for assessment questions for a survey after the event.
- *Program:* Carrie will work on making the event's program.
- *Adjuncts:* Cindy shared that adjuncts can get \$75 for attending.
- *Overall:* Carrie shared that she hopes this event will be a great learning experience, since it's not about us but rather about our faculty colleagues who are attending.

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

- **General Education**
 - *Purpose:* Report on 2015 Natural Sciences data collection, prepare for 2016 Humanities data collection.
 - *Subcommittee Chair:* Jeff
 - *Attendance Today:* Cindy, Dave, Erica, Jeff, Phillip, Sarah
 - *Discussion Today:* Members discussed how to bring the Humanities department into the planning of the 2016 Humanities data collection. Dave and Erica will speak at the next department meeting and ask for input on the outcomes, content, and overall setup.
- **Closing the Loop**
 - *Purpose:* Produce weekly message and semesterly Assessment Times newsletter, work on partnering with CAST, archive examples of evidence of responses to committee recommendations.
 - *Subcommittee Chair:* John
 - *Attendance Today:* Amy, Carrie, John, Loretta, Willard, Yev
 - *Discussion Today:* Members discussed planning for the April 8th event, especially the details of the breakout sessions and the invitation emails that must be sent out.
- **Unit Assessment**
 - *Purpose:* Assess at the unit level, which may include the discipline or department level.
 - *Subcommittee Chair:* Erica
 - *Attendance Today:* Aigerim, Bral, Erica, Fernando, Jen
 - *Discussion Today:* Members discussed planning for the April 8th event, especially the details of the liaison presentations.

Adjournment and Approval of These Minutes: Carrie adjourned the meeting at 4:00 PM. These 3/30/2016 minutes were approved on 4/6/2016 after a motion by Jen and a second by Bral.



Assessment Committee

Harold Washington College



Executive Officers

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Fernando Miranda-Mendoza (Math and CIS Liaison), Amy Rosenquist (English Liaison), Bral Spight (Business Liaison)

Minutes for 4/6/2016 (Approved)

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

Members Attending:

- Jen Asimow - Applied Science
- Aigerim Bizhanova - Biology
- Cindy Cerrentano - Academic Affairs
- Janette Gayle - Social Sciences
- Sarah Kakumanu - Math and CIS
- John Kieraldo - Library
- Erica McCormack - Humanities and Music
- Fernando Miranda-Mendoza - Math and CIS
- Willard Moody - English
- Carrie Nepstad - Applied Science
- Amy Rosenquist - English
- Bara Sarraj - Biology
- Bral Spight - Business
- Jeff Swigart - Math and CIS
- Phillip Vargas - Physical Science

Honored Guests:

- Margie Martyn - President
- Armen Sarrafian - Vice President

Agenda:

1. Intro, Apologies, and Previous Minutes
2. Natural Sciences Presentation
3. April 8th Event
4. Subcommittees

Intro, Apologies, and Previous Minutes: Carrie called the meeting to order at 3:02 PM. Jess Bader, Yev Lapik, and Dave Richardson sent their apologies for absence. The 3/30/2016 minutes were approved after a motion by Jen and a second by Bral. Carrie welcomed our special guests, President Margie Martyn and Vice President Armen Sarrafian.

Natural Sciences Presentation: Phillip shared his results so far for the Natural Sciences 2015 data. The tool was a combination of content created in-house and content borrowed with permission from sources such as the National Science Foundation. Here are just a few of the key points:

- Students feel most favorable toward real world connections in science classes but least favorable toward conceptual understanding.
- Students taking STEM courses performed significantly better on this assessment.
- Students' performance was correlated to academic preparation.

April 8th Event: Committee members discussed various final details of the April 8th event. Here are some highlights:

- Room Preferences: Carrie asked presenters to confirm their room preferences, such as whether or not they need smart boards.
- Suggestion Box: Carrie asked someone to prepare some sort of box that will be near the snacks.
- Program: Carrie asked everyone to look at the draft of the program for edits. Jen will work on beautifying

the final draft.

Subcommittees: There was no time for subcommittees this week.

Adjournment and Approval of These Minutes: Carrie adjourned the meeting at 4:00 PM. These 4/6/2016 minutes were approved on 4/13/2016 after a motion by Cindy and a second by Amy.



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Fernando Miranda-Mendoza (Math and CIS Liaison), Amy Rosenquist (English Liaison), Bral Spight (Business Liaison)

Minutes for 4/13/2016 (Approved)

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

Members Attending:

- Jess Bader - Art and Architecture
- Aigerim Bizhanova - Biology
- Cindy Cerrentano - Academic Affairs
- Janette Gayle - Social Sciences
- Sarah Kakumanu - Math and CIS
- John Kieraldo - Library
- Yev Lapik - Biology
- Fernando Miranda-Mendoza - Math and CIS
- Carrie Nepstad - Applied Science
- BriAnne Nichols - Academic Support Services
- Amy Rosenquist - English
- Bral Spight - Business
- Jeff Swigart - Math and CIS
- Phillip Vargas - Physical Science
- Loretta Visomirskis - English

Agenda:

1. Intro, Apologies, and Previous Minutes
2. CAAG
3. Post Survey
4. Other Event Feedback
5. Assessment Times
6. Subcommittees

Honored Guests:

- Dave Richardson - Humanities and Music

Intro, Apologies, and Previous Minutes: Carrie called the meeting to order at 3:03 PM. Jen Asimow and Erica McCormack sent their apologies for absence. The 4/6/2016 minutes were approved after a motion by Cindy and a second by Amy.

CAAG: Carrie shared about her recent meeting at Malcolm X College with CAAG (Chicago Area Assessment Group), which included various assessment representatives from area colleges such as DePaul and Chicago State University. She enjoyed getting to know other people working on assessment and looks forward to attending again.

Post Survey: Carrie shared some ideas for a survey to send out to faculty members who attended the recent April 8th event, and then committee members discussed the ideas at length. The focus of the survey will be on assessing the faculty learning outcomes defined for each breakout session as well as the opening remarks and keynote. It will be important to not make faculty members feel like they are being quizzed. An opening message on the survey can emphasize that the event organizers are the ones being assessed, not the survey-takers. Other survey items may include attitudinal Likert questions about level of interest or self-reporting of how was learned.

Other Event Feedback: Bral shared that some faculty members were initially confused about the dual themes of the event, namely assessment and LGBTQ diversity. If we do another similar event in the future, we can better advertise the planned purposes. Yev shared that April 8th happened to be a CPS day off, so CPS parents may have been inclined to take personal days to be with their kids. We received one suggestion in the suggestion box that

asked the following: "We were given recommendations with the last accreditation visit. How will the consolidation of programs and elimination of the mission statements affect accreditation?" Janette shared that the discussions with fellow faculty members were very productive. Amy shared that it was great to have adjuncts in attendance. Cindy asked how faculty members would feel about letting administrators attend if we do another one of these faculty-planned meetings. Many committee members shared that it was important to them to feel safe to speak openly without having to worry about administrators being present. Carrie shared that Ellen Eason-Montgomery sent her an email expressing gratitude for the event, and asked for permission to use Joe Hinton's power point on LGBTQ diversity as a discussion tool for criminal justice classes.

Assessment Times: Various committee members are continuing to work on pieces. John will collect drafts soon and begin putting together the letter.

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

- **General Education**

- *Purpose:* Report on 2015 Natural Sciences data collection, prepare for 2016 Humanities data collection.
- *Subcommittee Chair:* Jeff
- *Attendance Today:* Cindy, Dave, Jeff, Phillip, Sarah
- *Discussion Today:* Members discussed the student learning outcomes that will determine the 2016 humanities data collection. Should they focus on the appreciation or creation of art and culture? Since we are assessing general education rather than majors, we should focus on appreciation. For example, regarding music, we should focus on appreciating a piece of music rather than on the skills necessary to create music. Dave and Erica will continue to discuss these issues with the humanities department over the next couple of weeks in order to finalize the student learning outcomes.

- **Closing the Loop**

- *Purpose:* Produce weekly message and semesterly Assessment Times newsletter, work on partnering with CAST, archive examples of evidence of responses to committee recommendations.
- *Subcommittee Chair:* John
- *Attendance Today:* Bara, BriAnne, Carrie, Jess, John, Loretta
- *Discussion Today:* Members discussed how closing the loop relates to administrative decision-making and strategic planning, and how can we better share our recommendations with administrators and connect to the work they are doing. Members will try to connect sometime soon with Asif Wilson regarding developmental education and the Curriculum Committee regarding shared governance.

- **Unit Assessment**

- *Purpose:* Assess at the unit level, which may include the discipline or department level.
- *Subcommittee Chair:* Erica
- *Attendance Today:* Aigerim, Amy, Fernando, Janette
- *Discussion Today:* Unit liaisons discussed how to use OpenBook to collect and compare student data. Liaisons who are tracking student progress shared how they have retrieved and analyzed this data and some findings in terms of initial placement level, course attempts, and course grades. Fernando shared how to elicit support from our research analysts for more advanced data analysis. All liaisons are on track with their Assessment Times articles.

Adjournment and Approval of These Minutes: Carrie adjourned the meeting at 4:00 PM. These 4/13/2016 minutes were approved on 4/20/2016 after a motion by Bral and a second by Amy.



Assessment Committee

Harold Washington College



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Fernando Miranda-Mendoza (Math and CIS Liaison), Amy Rosenquist (English Liaison), Bral Spight (Business Liaison)

Minutes for 4/20/2016 (Approved)

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

Members Attending:

- Jen Asimow - Applied Science
- Aigerim Bizhanova - Biology
- Cindy Cerrentano - Academic Affairs
- Janette Gayle - Social Sciences
- Sarah Kakumanu - Math and CIS
- John Kieraldo - Library
- Yev Lapik - Biology
- Erica McCormack - Humanities and Music
- Fernando Miranda-Mendoza - Math and CIS
- BriAnne Nichols - Academic Support Services
- Amy Rosenquist - English
- Bral Spight - Business
- Jeff Swigart - Math and CIS
- Loretta Visomirskis - English

Agenda:

1. Intro, Apologies, and Previous Minutes
2. Assessment Times

Intro, Apologies, and Previous Minutes: In Carrie's absence, Erica called the meeting to order at 3:02 PM. Jess Bader, Carrie Nepstad, Bara Sarraj, and Phillip Vargas sent their apologies for absence. The 4/13/2016 minutes were approved after a motion by Bral and a second by Amy.

Assessment Times: John shared the final draft of this semester's newsletter with committee members, and Erica asked everyone to split up the pages to read for edits.

Post Survey for April 8th Event: Erica shared about the final draft of the survey. The focus ended up being on assessing the faculty learning outcomes. Regarding faculty members' attitudes toward the event, the survey simply included a few open ended questions. We had considered including a series of Likert attitudinal questions but decided against it since the survey was already so long. Cindy motioned to approve the survey, and Amy seconded. The committee unanimously approved, and so Phil will send it out to the faculty tonight.

Humanities: Erica shared that in preparation for this fall's data collection, the humanities department is revisiting our committee's general education outcomes for humanities. She and Dave Richardson will likely report next week on proposed changes.

Unit Assessment: Erica shared that unit liaisons are working on their final reports, which will help to inform Carrie's annual report for this academic year.

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

- **General Education**

- *Purpose:* Report on 2015 Natural Sciences data collection, prepare for 2016 Humanities data collection.
- *Subcommittee Chair:* Jeff
- *Attendance Today:* Cindy, Erica, Jeff, Sarah
- *Discussion Today:* Members discussed the continued editing of the student learning outcomes for the upcoming humanities 2016 data collection.

- ***Closing the Loop***

- *Purpose:* Produce weekly message and semesterly Assessment Times newsletter, work on partnering with CAST, archive examples of evidence of responses to committee recommendations.
- *Subcommittee Chair:* John
- *Attendance Today:* BriAnne, John, Loretta, Yev
- *Discussion Today:* Members discussed ideas for Carrie's weekly message as well as content to put on the webpage regarding the April 8th event, such as photos and blurbs. In the coming weeks members will look back at recommendations from the latest reports.

- ***Unit Assessment***

- *Purpose:* Assess at the unit level, which may include the discipline or department level.
- *Subcommittee Chair:* Erica
- *Attendance Today:* Aigerim, Amy, Bral, Erica, Fernando, Janette, Jen
- *Discussion Today:* Members discussed the upcoming final reports for liaisons. They looked up reports of previous years to use as templates.

Adjournment and Approval of These Minutes: Erica adjourned the meeting at 4:00 PM. These 4/20/2016 minutes were approved on 4/27/2016 after a motion by Jen and a second by John.



Assessment Committee

Harold Washington College



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Fernando Miranda-Mendoza (Math and CIS Liaison), Amy Rosenquist (English Liaison), Bral Spight (Business Liaison)

Minutes for 4/27/2016 (Approved)

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

Members Attending:

- Jen Asimow - Applied Science
- Aigerim Bizhanova - Biology
- Sarah Kakumanu - Math and CIS
- John Kieraldo - Library
- Yev Lapik - Biology
- Erica McCormack - Humanities and Music
- Fernando Miranda-Mendoza - Math and CIS
- Carrie Nepstad - Applied Science
- BriAnne Nichols - Academic Support Services
- Amy Rosenquist - English
- Bara Sarraj - Biology
- Jeff Swigart - Math and CIS
- Phillip Vargas - Physical Science
- Loretta Visomirskis - English

Agenda:

1. Intro, Apologies, and Previous Minutes
2. Updates: Survey, Future College-Wide Events, Assessment Times, Special Assignments
3. Any Other Business

Honored Guest:

- Marjory Ruth Reimer - Social Sciences

Intro, Apologies, and Previous Minutes: Carrie called the meeting to order at 3:03 PM. Bral, Cindy, Janette, and Jess sent their apologies for absence. The 4/20/2016 minutes were approved after a motion by Jen and a second by John.

Updates:

- **Survey:** Committee members discussed the low number of responders for the April 8th event survey. Jeff suggested an incentive, such as a raffle of some kind. Erica suggested that the survey could be planned ahead for future events so that we could send it to everyone immediately after.
- **Future College-Wide Events:** Erica shared about her meeting with VP Armen Sarrafian. He would like to have another similar event this fall, though not necessarily planned by our committee but rather perhaps by CAST. Amy shared that she would like more time at these events dedicated to getting to know each other better. Jen shared the idea of bringing in a big name speaker. Loretta shared that the meeting could be added onto the end of an already-planned college-wide address. Jeff suggested having a raffle at the event to help encourage attendance.
- **Assessment Times:** John shared the draft of the most recent edition of the newsletter. Committee members were very pleased with it.
- **Special Assignments:** Carrie completed the special assignment forms for summer, and she added content to the descriptions in order to better illustrate the work we do. Sherri is now working on getting the paperwork through the proper channels.

Any Other Business:

- **Humanities:** Erica shared a draft of the humanities student learning outcomes, and committee members discussed them at length. Jeff will email the outcomes to everyone for editing for next week when Erica and Dave hope to finalize and approve. After this, the humanities department will discuss what artifacts will be used in the assessment tool.
- **Faculty Member of the Year:** Carrie shared that President Margie Martyn recently emailed her that she has been chosen as faculty member of the year. Committee members congratulated her!
- **Next Week:** Our last meeting of the year will be next week.

Subcommittees: There was no time for subcommittees this week.

Adjournment and Approval of These Minutes: Erica adjourned the meeting at 4:00 PM. These 4/27/2016 minutes were approved on 5/4/2016 after a motion by Jen and a second by Loretta.



Assessment Committee

Harold Washington College



Executive Officers

Carrie Nepstad (Chair)

John Kieraldo (Vice Chair of Gen Ed), Erica McCormack (Vice Chair of Unit Assessment)
Sarah Kakumanu (Research Analyst), Phillip Vargas (Research Analyst), Jeff Swigart (Secretary)

Departmental Unit Assessment Liaisons

Jen Asimow (Applied Science Liaison), Jess Bader (Art and Architecture Liaison)

Aigerim Bizhanova (Biology Liaison), Anthony Escudro (Physical Science Liaison)

Janette Gayle (Social Sciences Liaison), Erica McCormack (Humanities and Music Liaison)

Fernando Miranda-Mendoza (Math and CIS Liaison), Amy Rosenquist (English Liaison), Bral Spight (Business Liaison)

Minutes for 5/4/2016 (Approved)

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

<p>Members Attending:</p> <ul style="list-style-type: none"> ● Jen Asimow - Applied Science ● Aigerim Bizhanova - Biology ● Cindy Cerrentano - Academic Affairs ● Janette Gayle - Social Sciences ● Sarah Kakumanu - Math and CIS ● John Kieraldo - Library ● Yev Lapik - Biology ● Erica McCormack - Humanities and Music ● Fernando Miranda-Mendoza - Math and CIS ● Willard Moody - English ● Carrie Nepstad - Applied Science ● Amy Rosenquist - English ● Bara Sarraj - Biology ● Bral Spight - Business ● Jeff Swigart - Math and CIS ● Loretta Visomirskis - English <p>Honored Guest:</p> <ul style="list-style-type: none"> ● Marjory Ruth Reimer - Social Sciences 	<p>Agenda:</p> <ol style="list-style-type: none"> 1. Intro, Apologies, and Previous Minutes 2. Year in Review 3. Looking Ahead 4. Any Other Business
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Intro, Apologies, and Previous Minutes: Carrie called the meeting to order at 3:02 PM. Jess and Phillip sent their apologies for absence. The 4/13/2016 minutes were approved after a motion by Jen and a second by Loretta.

Year in Review: Carrie shared her favorite highlights of the academic year, which include but are not limited to the following:

- Michael Heathfield's trip to Mexico in the fall when he presented on our committee's winning of the CHEA award.
- Faculty Development Week in the fall which included a discussion session on closing the loop and led to penpals between committee members and other faculty members.
- Two great editions of the Assessment Times for the fall and spring.
- Revisions to the charge and master calendar, including the calendar graphic by Jen.
- Initial plans to work on program level assessment.
- Phillip Vargas' analysis of the information literacy and natural sciences data.
- Partnership with CAST (Committee on the Art and Science of Teaching).
- Frank Wang's visit from CUNY (City University of New York).
- CASTpod interviews by Kristin Bivens of Carrie and Erica.
- The Assessment Fair in Palatine.
- The April 8th college-wide assessment event.

Looking Ahead:

- *Special Assignments:* Carrie shared that Sherri is working on the special assignment forms to be turned in soon.
- *Summer Projects:* Carrie shared that she will be working on the handbook, Jeff will be working on the humanities pilot, and Phillip Vargas will be working on the natural sciences report.
- *Improvements to Consider:*
 - *April 8th Event:* Various committee members suggested improvements including making the program easier to read, sending out the surveys more quickly after the event, choosing a Friday that is not a CPS holiday, and getting a big name speaker such as on disability access issues.
 - *Presenting:* Cindy suggested looking for more venues for presenting our work.
 - *Trademark:* Amy suggested trademarking Carrie's term "faculty learning outcome" abbreviated as FLO.
 - *Unit Liaisons:* Erica will consider new ideas for meeting with the liaisons since the number of them has risen, thus making it hard to find one time that works for everyone.
 - *Make-up Of Committee:* Erica suggested that we think about what it means to our committee now that such a large percentage of it is made up of unit liaisons. Jen shared that this helps guarantee there is a wide range of voices on the committee from various departments.
 - *Program Assessment:* Carrie shared that there will be a new position on the committee for coordinating program assessment.
 - *Accreditation:* Carrie shared that we have a lot of work to do to prep for the upcoming Higher Learning Commission visit in 2018.

Any Other Business:

- *Dissemination:* Carrie suggested putting links to the CASTpods on our webpage, and Jen suggested laying out some hard copies of the newsletter around the college.
- *Humanities:* Erica shared that she and Dave Richardson will work on the final details of the humanities pilot for Jeff to then implement..
- *Closing Words:* Jeff shared some closing words as he leaves the secretary position after 6 years, since Fall 2010, and switches to vice chair of general education. Janette shared some closing words as she prepares to move to New York to take another professorship.

Adjournment and Approval of These Minutes: Carrie adjourned the meeting at 4:00 PM. These 5/4/2016 minutes were approved on 5/16/2016 by email a motion by Loretta and a second by Cindy.

Addendum:**Humanities Updated SLO's**

Students who successfully complete this requirement will be able to:

1. Analyze artifacts (i.e., artistic products of human creativity) across multiple cultures for evidence of historical period, relations to major artistic movements, and basic elements, techniques, and conventions of the related discipline(s);
2. Evaluate artifacts according to criteria provided by disciplinary experts as well as students' own invention;
3. Interpret artifacts for meaning, justifying their view using evidence from the "text" of the artifact (e.g., convention, technique, technical vocabulary, theoretical lense);
4. Communicate clearly and effectively an appreciation for artifacts;

Motioned by Loretta, Seconded by Amy. Approved unanimously.