



**Assessment Committee  
Harold Washington College**



**Chair:** Carrie Nepstad

**Vice Chairs:** Erica McCormack (Unit Assessment), Jeffrey Swigart (Gen Ed Assessment)

**Secretary:** Jeffrey Swigart

**Research Analysts:** Sarah Kakumanu, Fernando Miranda-Mendoza, Phillip Vargas

**Coordinators:** Jen Asimow (Online), Paul Wandless (Program)

**Unit Assessment Liaisons:** Todd Heldt (Library), Dave Richardson (Humanities), Ingrid Riedle (Social and Applied Sciences), Amy Rosenquist (English, Speech, Theater), Camelia Salajejan (Math), Bara Sarraj (Biology), Bral Spight (Business), Paul Wandless (Art and Architecture), Matthew Williams (ELL and WL), Allan Wilson (Physical Science)

**Minutes for 9/6/2017 (Approved)**

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

<p><b>Attending:</b></p> <ul style="list-style-type: none"> <li>● Aigerim Bizhanova - Biology</li> <li>● Allan Wilson - Physical Science</li> <li>● Amy Rosenquist - English</li> <li>● Bara Sarraj - Biology</li> <li>● Bral Spight - Business</li> <li>● Camelia Salajejan - Math</li> <li>● Carrie Nepstad - Social and Applied Sciences</li> <li>● David Richardson - Humanities and Music</li> <li>● Fernando Miranda-Mendoza - Math</li> <li>● Ingrid Riedle - Social and Applied Sciences</li> <li>● Jeffrey Swigart - Math</li> <li>● Jennifer Asimow - Applied Science</li> <li>● Katelin Karlin - Library</li> <li>● Kwok-Tuen (Ray) Tse - Physical Science</li> <li>● Loretta Visomirskis - English</li> <li>● Marcus (Todd) Heldt - Library</li> <li>● Matthew Williams - ELL and WL</li> <li>● Paul Wandless - Art and Architecture</li> <li>● Phillip Vargas - Physical Science</li> <li>● Sarah Kakumanu - Math</li> </ul> <p><b>Apologies:</b></p> <ul style="list-style-type: none"> <li>● Erica McCormack – Humanities and Music</li> </ul>	<p><b>Agenda:</b></p> <ul style="list-style-type: none"> <li>● Introductions</li> <li>● FDW Reflections</li> <li>● Semester Calendar</li> <li>● Assessment Day</li> <li>● Quantitative Reasoning</li> </ul>
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- **Introductions:** Carrie asked everyone to introduce themselves.
- **FDW Reflections:** Committee members shared about their reactions to the unit liaison talks during faculty development week. In general, committee members enjoyed the talks and thought the format 10-20 minute talks during this time was very useful. Many presenters shared that they felt less rushed than in the past when we held these talks during committee time. Some members suggested video recording to share with those who want to watch later.
- **Semester Calendar:** Carrie shared the current draft of the semester calendar and asked members to think about items to add. Some big goals include the handbook, information literacy report, and science report.
- **Assessment Day:** Carrie shared some final details for Assessment Day this coming Friday, making sure everyone knew their duties such as speaking or bringing snacks.
- **Quantitative Reasoning:** Jeff shared an update about the quantitative reasoning assessment to be administered this semester. He asked the committee for permission to give it early. Jen and others shared concerns that this may skew the data compared to our tradition of giving surveys in the later part of the semester. Dave shared concerns that the research goals need to be more clear. Committee members agreed to continue discussing next week.
- **Adjournment and Approval of These Minutes:** Carrie adjourned the meeting at 4:00 PM. These 9/6/2017 minutes were approved on 9/13/2017 after a motion by Loretta and a second by Bral.





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**Minutes for 9/13/2017 (Approved)**

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

<p><b>Attending:</b></p> <ul style="list-style-type: none"> <li>● Aigerim Bizhanova - Biology</li> <li>● Allan Wilson - Physical Science</li> <li>● Bara Sarraj - Biology</li> <li>● Bral Spight - Business</li> <li>● Camelia Salajejan - Math</li> <li>● Carrie Nepstad - Social and Applied Sciences</li> <li>● David Richardson - Humanities and Music</li> <li>● Erica McCormack – Humanities and Music</li> <li>● Fernando Miranda-Mendoza - Math</li> <li>● Ingrid Riedle - Social and Applied Sciences</li> <li>● Jackie Werner - Academic Support</li> <li>● Jeffrey Swigart - Math</li> <li>● Jennifer Asimow - Applied Science</li> <li>● Katelin Karlin - Library</li> <li>● Kwok-Tuen (Ray) Tse - Physical Science</li> <li>● Loretta Visomirskis - English</li> <li>● Marcus (Todd) Heldt - Library</li> <li>● Matthew Williams - ELL and WL</li> <li>● Paul Wandless - Art and Architecture</li> <li>● Phillip Vargas - Physical Science</li> <li>● Sarah Kakumanu - Math</li> </ul> <p><b>Apologies:</b></p> <ul style="list-style-type: none"> <li>● Amy Rosenquist - English</li> </ul>	<p><b>Agenda:</b></p> <ul style="list-style-type: none"> <li>● More Reflections on Assessment</li> <li>● Meeting With Admin</li> <li>● General Education:</li> <li>● Humanities data updates</li> <li>● Quantitative Reasoning Pilot and recommendations</li> <li>● Natural Sciences recommendations</li> </ul>
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- **Intro, Apologies, and Previous Minutes:** Carrie called the meeting to order at 3:03 PM. Apologies for absence from Amy Rosenquist. The minutes from the 9/6/2017 meeting were approved with a motion from Loretta and second by Bral.
- **More Reflections on Assessment Day:** Regarding the recent Assessment Day on 9/8/2017, Jen shared about how much she appreciated the keynote talks by Todd Heldt and J-L Deher-Lesaint. Regarding her own talk about online learning, Jen heard from someone who was inspired to go home and organize their own Blackboard page. Loretta shared that she appreciated all of the wisdom from the speakers. Erica shared that we must keep reiterating the core message of our committee, and Todd suggested that we put this core message in a more prominent place on our webpage. Jeff agreed to work on the webpage. Allan shared that we should continue to try to invite folks who are interested in assessment to our meetings.
- **Meeting With Admin:** Carrie and Jeff met last week with VP Armen Sarrafian and Dean Vincent Wiggins in what will be biweekly meetings between committee representatives and our administration. The link to our webpage was fixed after being down for awhile. CAST (Committee on the Art and Science of Teaching) is interested in development of Assessment 101 tutorial, which could be subset of our currently in-progress handbook. Vincent is working on a grant project regarding first year experience and asked for Carrie’s help. He also suggested that we think of developmental education as a program. Carrie would like to meet with the CCC provost and interim HWC president if possible to discuss assessment. There is no district assessment going on right now since Keith Werosh has left, so Carrie would like to see what we can help to get started.

- **Humanities 2016 Grading:** Jeff shared that the grading is finished, and now the analysts will begin their work. Paul shared that he enjoyed the norming sessions and the grading process. Carrie shared that the grading materials made by Dave and Erica were very helpful. Todd shared some stories about the chaotic grading process for the humanities assessment of 2007. Dave and Erica would like to have a meeting with all the graders to discuss the process. Jeff will email everyone to try to get that set up.
- **Quantitative Reasoning 2017 Data Collection:** Committee members discussed the issue of when in the semester to collect data for our big general education data collections. Phil shared that he can use Open Books to look at finer details such as completed versus concurrent classes, so it does not really matter to him. Jeff asked for permission to begin recruiting faculty volunteers now, and then to begin data collection in a couple weeks. Allan motioned approval and Loretta seconded, and the committee gave unanimous approval.
- **Natural Sciences 2015 Report:** Phil shared his report draft and explained that this is the first time fully using Open Book for the demographics of a general education assessment. It was nice to get the data so easily, though difficult to compare with previous assessments that did not use Open Book. Yet in his opinion, the benefits outweigh the drawbacks, and we should keep using Open Book. He also suggested that we use our general education tools on a smaller departmental scale more often between college-wide data collections on our seven-year cycle, in order to keep the tools fresh and well-edited. He also shared that this data shows our classes are quite intertwined, such as good writing and math skills helping students in other classes. Jen shared that this reminds us of the concept of general education across the curriculum, and we must therefore teach outside of our silos. Jeff will email the Word doc of the report to committee members to look at for approval within the next couple of weeks. Carrie asked that we especially look at the recommendations.
- **Information Literacy 2014 Report:** Jeff shared the report is finished after many rounds of editing. He asked committee members to take one more look at the shared Google Doc before voting on approval next week. Camelia suggested making one shared folder on Google Docs rather than many separate shared documents. Jeff agreed to make the change.
- **Civic Engagement:** Carrie shared that she is interested in exploring civic engagement as a general education outcome. She would like to form an ad hoc committee that meets mainly over email, perhaps with just one in-person meeting per semester. There will be more info to come.
- **Adjournment and Approval of These Minutes:** Carrie adjourned the meeting at 4:00 PM. These 9/13/2017 minutes were approved on 9/20/2017 after a motion by Jen and a second by Loretta.



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

<p><b>Attending:</b></p> <ul style="list-style-type: none"> <li>● Aigerim Bizhanova - Biology</li> <li>● Allan Wilson - Physical Science</li> <li>● Amy Rosenquist - English</li> <li>● Bara Sarraj - Biology</li> <li>● Camelia Salajejan - Math</li> <li>● Carrie Nepstad - Social and Applied Sciences</li> <li>● David Richardson - Humanities and Music</li> <li>● Erica McCormack – Humanities and Music</li> <li>● Fernando Miranda-Mendoza - Math</li> <li>● Ingrid Riedle - Social and Applied Sciences</li> <li>● Jacquelyn Werner – Academic Support Services</li> <li>● Jeffrey Swigart - Math</li> <li>● Jennifer Asimow - Applied Science</li> <li>● Katelin Karlin - Library</li> <li>● Kwok-Tuen (Ray) Tse - Physical Science</li> <li>● Loretta Visomirskis - English</li> <li>● Marcus (Todd) Heldt - Library</li> <li>● Matthew Williams - ELL and WL</li> <li>● Paul Wandless - Art and Architecture</li> <li>● Phillip Vargas - Physical Science</li> </ul> <p><b>Apologies:</b></p> <ul style="list-style-type: none"> <li>● Bral Spight - Business</li> <li>● Sarah Kakumanu - Math</li> </ul>	<p><b>Agenda:</b></p> <ul style="list-style-type: none"> <li>● Intro, Apologies, Previous Minute</li> <li>● Online Assessment</li> <li>● Program Assessment</li> <li>● Chair Updates</li> <li>● General Education</li> <li>● Webpage</li> <li>● Adjournment</li> </ul>
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- **Intro, Apologies, and Previous Minutes:** Carrie called the meeting to order at 3:03 PM. The minutes from the 9/13/2017 meeting were approved with a motion from Jen and a second by Loretta.
- **Online Assessment:** Jen shared a Google Docs document she is using to gather info on current assessment work in each department using the categories of program, unit, face-to-face, and online. She will work with the unit liaisons to continue to gather this data. She also wonders if this will end up being related to the syllabus audits currently going on, regarding how much homework is clearly illustrated for each class and the kinds of formative and summative assessments that are already occurring in each class..
- **Program Assessment:** Paul shared that this semester he is specifically looking at the programs of psychology, journalism and history. He is meeting with stakeholders for each program to determine how he can help.
- **Chair Updates:** Carrie shared that she and Jeff met with VP Armen Sarrafian and Dean Vincent Wiggins today. They discussed the scheduling of Assessment Day in the Spring, which may be jointly planned with CAST (Committee on the Art and Science of Teaching). Carrie would like to use our time on this day to look at recommendations from the oral communication 2013 report, giving space to speech faculty to share ideas. Carrie also shared that she has formed an ad hoc committee on civic engagement, and we will leave the idea open for data collection in fall of 2018. Finally, she invited all humanities graders to a reunion meeting during our regular committee meeting time on week 7. Jeff will send out an invite with the info packets.
- **General Education:** Jeff shared that he has begun gathering faculty volunteers for quantitative reasoning data

collection. He will send the 2016 humanities data to the analysts this week to begin working on. He will send all edits of the Natural Sciences 2015 report to Phil. Special thanks to Dave Richardson for the first round of edits. Jeff also asked for approval of the 2014 Information Literacy Report, for which Allan motioned, Todd seconded, and the committee approved unanimously.

- **Adjournment and Approval of These Minutes:** Carrie adjourned the meeting at 4:00 PM. These 9/20/2017 minutes were approved on 9/27/2017 after a motion by Jen and a second by Erica.



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**Minutes for 9/27/2017 (Approved)**

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

<p><b>Attending:</b></p> <ul style="list-style-type: none"> <li>● Aigerim Bizhanova - Biology</li> <li>● Allan Wilson - Physical Science</li> <li>● Amy Rosenquist - English</li> <li>● Bara Sarraj - Biology</li> <li>● Bral Spight - Business</li> <li>● David Richardson - Humanities and Music</li> <li>● Erica McCormack - Humanities and Music</li> <li>● Fernando Miranda-Mendoza - Math</li> <li>● Ingrid Riedle - Social and Applied Sciences</li> <li>● Jacquelyn Werner - Academic Support Services</li> <li>● Jeffrey Swigart - Math</li> <li>● Jennifer Asimow - Applied Science</li> <li>● Kwok-Tuen (Ray) Tse - Physical Science</li> <li>● Loretta Visomirskis - English</li> <li>● Matthew Williams - ELL/WL</li> <li>● Paul Wandless - Art and Architecture</li> <li>● Phillip Vargas - Physical Science</li> <li>● Sarah Kakumanu - Math</li> </ul> <p><b>Apologies:</b></p> <ul style="list-style-type: none"> <li>● Camelia Salajejan - Math</li> <li>● Carrie Nepstad - Social and Applied Sciences</li> <li>● Katelin Karlin - Library</li> <li>● Marcus (Todd) Heldt - Library</li> </ul>	<p><b>Agenda:</b></p> <ul style="list-style-type: none"> <li>● Introduction</li> <li>● Unit Liaisons</li> <li>● Analysts</li> <li>● HLC</li> <li>● Webpage</li> <li>● Newsletter</li> <li>● General Education</li> <li>● Adjournment</li> </ul>
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- **Introduction:** Jeff called the meeting to order at 3:03 PM. The minutes from the 9/20/2017 meeting were approved with a motion from Jen and a second by Erica.
- **Unit Liaisons:**
  - Business: Bral shared that he is overseeing ongoing assessment that looks at students in the early stages of the business program versus later stages, in order to assess the efficacy of the program. The assessment will also look at face-to-face versus hybrid versus online.
  - Art and Architecture: Paul shared that he continues to oversee assessments for general drawing, 2D design, and 3D design classes. Jess Bader is helping with initiating assessments for ceramics classes. Erica shared that she is glad to see how Paul and his colleagues have found ways to objectively assess certain aspects of art classes. Paul emphasized that they assess the objective skills, not the subjective creativity.
  - ELL/WL (English Language Learning and World Languages): Matthew shared that he continues to oversee an assessment for Spanish 102. He is also working on getting an assessment started on ELL, and his colleagues have expressed interest specifically in the speech aspect of ELL. He may therefore use the 2013 oral communication rubric developed by our committee. Jen asked if he was concerned about getting the participation he needs, and Matthew shared that he is not used to asking colleagues for things but will consider ways to encourage them.
  - Physical Sciences: Allan shared that in past the chemistry assessments he was overseeing involved pretests and posttests nationally standardized by the American Chemistry Society. Now, however, he is inspired by Oakton Community College's practice of focusing on a certain topic. So he and his colleagues

have picked stoichiometry (calculations for chemical reactions), and they are currently looking for good questions to create the tool. Erica asked if there has been any resistance from colleagues related to the request to share examples, and Allan responded that everyone has been quite willing to be involved. His only concern has been keeping the tools from becoming too long.

- Biological Sciences: Bara shared that he is focusing on three student learning outcomes involving collecting and organizing data, interpreting and assessing validity of data, and writing ability. He plans to use students' lab reports as a way to assess all three of these outcomes. He will try this for his own classes first and then get faculty volunteers. Aigerim shared that since some classes may not require full lab reports, those students may be less prepared to write one for this assessment. So we must keep track of that for later data analysis.
- **Analysts:** Phillip shared a document that gives a general workflow for analysts, including turnaround times of how quickly they can analyze data for the various assessments our committee is working on. Soon he, Fernando, and Sarah plan to present some basic statistics strategies with the committee for when members want to perform some statistical analyses on their assessment data..
- **HLC (Higher Learning Commission):** Allan shared that to prepare for accreditation he is helping our administration check all documents on the college's website. He has therefore been doing that for our committee's website as well. Jeff will keep in contact with him to make any fixes that are necessary.
- **Webpage:** Jeff shared that he will begin updating the webpage within the next few weeks, especially the unit assessment section.
- **Newsletter:** Jeff shared that we should start our newsletter articles soon. There is a Google Doc available to put all the rough text into, and then Jeff will put it together into newsletter form toward the end of the semester. Jen offered to help with Microsoft Publisher questions.
- **General Education:** Jeff shared that he is working on making the approved 2014 information literacy report nice-looking to publish to the webpage. The 2015 natural sciences report has been edited a bit by Dave and Erica. Dave asked for time next meeting to discuss the recommendations section. Jeff will send out the updated version of the report for members to continue to edit for next week. Jeff has given the 2016 humanities data to analysts, and he will begin the 2017 quantitative reasoning data collection within the next couple of weeks.
- **Adjournment:** Jeff adjourned the meeting at 4:00 PM. These 9/27/2017 minutes were approved on 10/4/2017 after a motion by Jen and a second by Erica.





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**Minutes for 10/4/2017 (Approved)**

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

<p><b>Attending:</b></p> <ul style="list-style-type: none"> <li>● Jennifer Asimow - Applied Science</li> <li>● Aigerim Bizhanova - Biology</li> <li>● Katelin Karlin - Library</li> <li>● Erica McCormack - Humanities and Music</li> <li>● Fernando Miranda-Mendoza - Math</li> <li>● Sarah Kakumanu - Math</li> <li>● Todd Heldt - Library</li> <li>● Carrie Nepstad - Social and Applied Sciences</li> <li>● David Richardson - Humanities and Music</li> <li>● Ingrid Riedle - Social and Applied Sciences</li> <li>● Amy Rosenquist - English</li> <li>● Camelia Salajejan - Math</li> <li>● Bara Sarraj - Biology</li> <li>● Jeffrey Swigart - Math</li> <li>● Ray Tse - Physical Science</li> <li>● Phillip Vargas - Physical Science</li> <li>● Loretta Visomirskis - English</li> <li>● Paul Wandless - Art and Architecture</li> <li>● Jacquelyn Werner - Academic Support Services</li> <li>● Matthew Williams - ELL/WL</li> <li>● Allan Wilson - Physical Science</li> </ul> <p><b>Apologies:</b></p> <ul style="list-style-type: none"> <li>● Bral Spight - Business</li> </ul>	<p><b>Agenda:</b></p> <ul style="list-style-type: none"> <li>● Introduction</li> <li>● Any Other Business</li> <li>● Unit Liaison Updates</li> <li>● Natural Sciences Report</li> <li>● Adjournment</li> </ul>
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- **Introduction:** Carrie called the meeting to order at 3:02 PM. The minutes from the 9/27/2017 meeting were approved with a motion from Jen and a second by Erica.
- **Any Other Business**
  - Research Skills: Matthew and department colleague Karen Smith shared about the project they have been working on regarding teaching students about how to be involved in the research community, focusing on skills such as writing an abstract, writing an overall paper, and presenting papers. They thought this was related to our committee's closing the loop, and they offered to visit anyone's class who is interested.
  - Upcoming Admin Meeting: Carrie shared that she is preparing for her upcoming meeting with the HWC president and district provost. She plans to share with them an overview of our committee work as well as our history.
- **Unit Liaison Updates:**
  - Social and Applied Sciences: Ingrid shared that her initial project was to investigate the catalog description of Political Science 201. This description mentions a constitution exam graduation requirement and she wanted to assess whether the course was meeting it. However, administrators uncovered that this requirement was discontinued some time back. She will bring this up to curriculum committee. Now she is looking at her colleague's Political Science 201 syllabi, noticing that some student learning outcomes do not match up. She will work on aligning them while also choosing a small number of outcomes to assess soon.

- Math: Camelia shared that she continues to work on her Math 118 General Education Mathematics assessment with a few focused questions carefully chosen from the long list of outcomes. Since this course allows instructors to choose which topics are included, Camelia chose outcomes to assess that cover all potential topics. She piloted the resulting tool last spring, and this semester she has already given a pretest. Fernando is currently analyzing the pretest data, and Camelia will give the post-test at the end of the semester.
- Amy, Dave, and Todd will present next week, in order to give time this week to discussing the natural sciences report.
- **Natural Sciences Report:** Committee members discussed various edits to the draft, including the following.
  - Greater explanation on why we chose specific science topics. (Amy) “on why we chose to cover such a broad range of science topics”
  - Adding the student learning outcomes to the report. (Carrie and Jen)
  - Taking out language that is too specific about the roles of unit liaisons and replacing it with language that suggests assessment and closing the loop are college-wide activities. Focus on things that need to be done without specifying who needs to do them. (Jen and Paul)
  - Making sure the recommendations line up to the findings. (Allan and Dave)
  - Looking carefully at the language regarding attitudes by demographics. (Jen)
  - Mention the NSF research on the importance of diversity in teaching science. (Jeff)
  - More recommendations that focus on teaching and/or professional development. (Carrie)
  - More focus on the importance of working across disciplines. (Jeff)
  - How to capture these themes in the rubric. Was this person autobiographical about the process?
- **Adjournment:** Carrie adjourned the meeting at 4:00 PM. These 10/4/2017 minutes were approved on 10/11/2017 after a motion by Paul and a second by Amy.



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**Minutes for 10/11/2017 (Approved)**

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

<p><b>Attending:</b></p> <ul style="list-style-type: none"> <li>● Jennifer Asimow - Applied Science</li> <li>● Todd Heldt - Library</li> <li>● Sarah Kakumanu - Math</li> <li>● Katelin Karlin - Library</li> <li>● Erica McCormack - Humanities and Music</li> <li>● Fernando Miranda-Mendoza - Math</li> <li>● Carrie Nepstad - Social and Applied Sciences</li> <li>● David Richardson - Humanities and Music</li> <li>● Ingrid Riedle - Social and Applied Sciences</li> <li>● Amy Rosenquist - English</li> <li>● Camelia Salajejan - Math</li> <li>● Bara Sarraj - Biology</li> <li>● Bral Spight - Business</li> <li>● Jeffrey Swigart - Math</li> <li>● Ray Tse - Physical Science</li> <li>● Phillip Vargas - Physical Science</li> <li>● Loretta Visomirskis - English</li> <li>● Paul Wandless - Art and Architecture</li> <li>● Matthew Williams - ELL/WL</li> <li>● Allan Wilson - Physical Science</li> </ul> <p><b>Apologies:</b></p> <ul style="list-style-type: none"> <li>● Aigerim Bizhanova - Biology</li> <li>● Jacquelyn Werner - Academic Support Services</li> </ul>	<p><b>Agenda:</b></p> <ul style="list-style-type: none"> <li>● Introduction</li> <li>● Any Other Business</li> <li>● Humanities Rater Reunion</li> <li>● Adjournment</li> </ul>
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- **Introduction:** Carrie called the meeting to order at 3:03 PM. The minutes from the 10/4/2017 meeting were approved with a motion from Paul and a second by Amy.
- **Any Other Business**
  - Updates from the Chair: Carrie shared that she attended the recent chairs meeting and reported on our committee's recent work, including the information literacy report and quantitative reasoning data collection. She also shared about her meeting with the district provost and HWC interim president, during which she presented an overview of our committee's work, especially focused on advocating for the amount of release time we receive and that it is a worthwhile investment for the college.
- **Humanities Rater Reunion:** Dave and Erica led a discussion among the humanities raters and other committee members who were in attendance. The humanities raters worked throughout Spring 2017, attending norming sessions and then rating the essays collected during the Fall 2016 humanities assessment data collection. Today was the first time in many months that the raters had come together to discuss their experience. Here are some of the themes that were shared:
  - Changes From Last Time: The humanities survey from 2007 included four separate questions written out on paper while sitting in a lab, and the artifacts (music, poem, visual artwork) were of varying familiarity to students. The 2016 survey reduced the response to one long essay (focused on analysis and interpretation--two domains of the four assessed in 2007) completed on Google Docs from a location of the student's choice, and the artifacts (music, poem, visual artwork, philosophical text) were purposefully unfamiliar to students.

- Data Entry: Raters shared many different methods for data entry, including printing out the responses versus reading them on a screen. Some raters remarked that the data was in a format that was hard to read. Allan: Data hard to read, matching up essay number to essay, making sure data entry was correct.
  - Google Docs: Many raters shared that they wished they could go back and change their data entry, yet the Google Form used to enter ratings does not allow the users to see their entries later on or change entries or confirm which entry had just been submitted. Regarding the Google Form used for the survey itself, some raters wondered if a textbox would have been better than the single line that expands as one types. Unfortunately, Google Docs does not have a textbox option for forms.
  - Choice of Artifact: Since students were allowed to choose from four artifacts to analyze and write about, it was interesting to discuss the differences in essays according to that choice. For example, some raters shared that the music essays seemed to have the least amount of interpretation while painting essays had the most.
  - General Writing Skills: Raters shared that there was much writing around the analysis without actually getting to the analysis. There was also a lot of tentative language, using phrases such as “seems like”. Some essays included more autobiographical writing about the process rather than actually doing the analysis. There were also some rants.
  - Plagiarism: Raters shared that they did notice plagiarism, especially with the music essays.
  - Norming: Many raters shared about how much the norming sessions helped.
  - Rubric: Some raters asked for the rubric to be changed to table form enhanced with more description. We could also consider different rubrics for the different artifacts.
- **Adjournment:** Carrie adjourned the meeting at 4:00 PM. These 10/11/2017 minutes were approved on 10/18/2017 after a motion by Bral and a second by Amy.



**Assessment Committee  
Harold Washington College**



**Chair:** Carrie Nepstad

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**Secretary:** Jeffrey Swigart

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**Unit Assessment Liaisons:** Todd Heldt (Library), Dave Richardson (Humanities and Music), Ingrid Riedle (Social and Applied Sciences), Amy Rosenquist (English, Speech, Theater), Camelia Salajejan (Math), Bara Sarraj (Biological Sciences), Bral Spight (Business), Paul Wandless (Art and Architecture), Matthew Williams (ELL/WL), Allan Wilson (Physical Sciences)

**Minutes for 10/18/2017 (Approved)**

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

<p><b>Attending:</b></p> <ul style="list-style-type: none"> <li>● Jennifer Asimow - Applied Science</li> <li>● Aigerim Bizhanova - Biology</li> <li>● Todd Heldt - Library</li> <li>● Sarah Kakumanu - Math</li> <li>● Erica McCormack - Humanities and Music</li> <li>● Fernando Miranda-Mendoza - Math</li> <li>● Carrie Nepstad - Social and Applied Sciences</li> <li>● David Richardson - Humanities and Music</li> <li>● Ingrid Riedle - Social and Applied Sciences</li> <li>● Amy Rosenquist - English</li> <li>● Camelia Salajejan - Math</li> <li>● Bara Sarraj - Biology</li> <li>● Bral Spight - Business</li> <li>● Jeffrey Swigart - Math</li> <li>● Loretta Visomirskis - English</li> <li>● Paul Wandless - Art and Architecture</li> <li>● Matthew Williams - ELL/WL</li> <li>● Allan Wilson - Physical Science</li> </ul> <p><b>Apologies:</b></p> <ul style="list-style-type: none"> <li>● Katelin Karlin - Library</li> <li>● Ray Tse - Physical Science</li> <li>● Phillip Vargas - Physical Science</li> <li>● Jacquelyn Werner - Academic Support Services</li> </ul>	<p><b>Agenda:</b></p> <ul style="list-style-type: none"> <li>● Last Week's Humanities Rater Reunion</li> <li>● Unit Assessment</li> <li>● Online Assessment</li> <li>● Program Assessment</li> <li>● Gen Ed Assessment and Website</li> </ul>
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- **Introduction:** Carrie called the meeting to order at 3:03 PM. The minutes from the 10/11/2017 meeting were approved with a motion from Bral and a second by Amy.
- **Last Week's Humanities Rater Reunion:** Carrie asked if anyone had thoughts about last week. Bral shared that it may have been helpful for everyone to have some essay samples in front of them, even those who were not raters. Ingrid shared that it was refreshing to hear honesty from others about insecurities regarding rating. Paul shared that our seven year general education calendar leaves such a large gap between each iteration of our assessments. Carrie shared that she agrees and hopes we can collect data more often, yet it is also good that we do unit assessment data collection more often.
- **Unit Assessment:**
  - *English, Speech, and Theater:* Amy shared that she ran a pilot in last spring on student perceptions of the importance of soft skills, and instructors will also rate actual student mastery of those soft skills. She went on to discuss the rising recognition of the value of theater skills by the business world, such that many corporations are now paying for theater training for their employees. She would like to consider a theater requirement for business majors, and her dream goal is for HWC to make a name for itself as a business/fine arts school.
  - *Humanities and Music:* Dave shared that he is continuing the music jury assessments at end of each semester and is working on better norming among faculty using the rubric. He has also started collecting data for a philosophy assessment that includes an analysis of a reading as well as a survey on beliefs

about learning. After collection a first round of data, he updated the assessment and now wants to compare the validity and reliability of both to decide if switching to updated version is alright. Jen suggested committee members taking the surveys, and Paul suggested doing both surveys twice over four semesters. Dave will consider his options and get back to us.

- *Library:* Todd shared that he has been looking at student skills with search engines, and he has learned that students especially struggle with Boolean operators such as “and” versus “or”. He is now experimenting with different teaching techniques. Dave shared that in logic classes the “inclusive or” is especially tricky. Jen wondered if students are thinking less about Boolean logic because using Google allows us to be less knowledgeable about such concepts.
- **Online Assessment:** Jen shared that she recently met with Willard Moody and some online English instructors. She found out which online English classes are using common assessments, especially the research paper assignment, and is planning an online assessment.
- **Program Assessment:** Paul shared that he will soon be checking on the political science program with Ingrid, the business program with Bral and the history program with Nick Ceh. The psychology program with Les White has assessment for a few individual courses, but not at the program level.
- **Gen Ed Assessment and Website:** Jeff asked committee members to advertise the quantitative reasoning gen ed survey to department colleagues, who will then hopefully share it with students. He also shared about updates he made to the webpage and asked members to look for mistakes.
- **Adjournment:** Carrie adjourned the meeting at 4:00 PM. These 10/18/2017 minutes were approved on 10/25/2017 after a motion by Jen and a second by Amy.



**Assessment Committee  
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**Minutes for 10/25/2017 (Approved)**

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

<p><b>Attending:</b></p> <ul style="list-style-type: none"> <li>● Jennifer Asimow - Applied Science</li> <li>● Todd Heldt - Library</li> <li>● Katelin Karlin - Library</li> <li>● Erica McCormack - Humanities and Music</li> <li>● Fernando Miranda-Mendoza - Math</li> <li>● Carrie Nepstad - Social and Applied Sciences</li> <li>● David Richardson - Humanities and Music</li> <li>● Ingrid Riedle - Social and Applied Sciences</li> <li>● Amy Rosenquist - English</li> <li>● Camelia Salajejan - Math</li> <li>● Bral Spight - Business</li> <li>● Jeffrey Swigart - Math</li> <li>● Ray Tse - Physical Science</li> <li>● Phillip Vargas - Physical Science</li> <li>● Loretta Visomirskis - English</li> <li>● Paul Wandless - Art and Architecture</li> <li>● Jacquelyn Werner - Academic Support Services</li> <li>● Matthew Williams - ELL/WL</li> </ul> <p><b>Apologies:</b></p> <ul style="list-style-type: none"> <li>● Aigerim Bizhanova - Biology</li> <li>● Sarah Kakumanu - Math</li> <li>● Bara Sarraj - Biology</li> <li>● Allan Wilson - Physical Science</li> </ul>	<p><b>Agenda:</b></p> <ul style="list-style-type: none"> <li>● Natural Sciences</li> <li>● Online Assessment</li> <li>● Chair Updates</li> <li>● Assessment Times</li> <li>● Assessment 101</li> </ul>
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- **Introduction:** Carrie called the meeting to order at 3:03 PM. The minutes from the 10/18/2017 meeting were approved with a motion from Jen and a second by Amy.
- **Natural Sciences:** Phil shared about his current work on, revising the natural sciences report, including reconsidering his word choice around physical sciences versus natural sciences, writing more about HWC's departmental structure, describing in greater detail about how the tool was designed, adding the student learning outcomes, and mapping the recommendations to the findings. Carrie thanked Phil for his willingness to do more editing based on committee recommendations.
- **Online Assessment:** Jen has contacted English 102 online faculty members regarding the shared rubric for the Research Paper in hopes of their willingness to share their data. She wants to make it clear that this is voluntary, though she hopes faculty members will value the work of assessment and be willing to share. She senses that some faculty members are feeling threatened, likely because of past history of online learning and assessment in general. Amy shared that since they submit data to their department anyway, it would ideally be no problem to submit it to our committee. Jackie suggested trying individual emails or phone calls. Carrie agreed that a soft approach is better and 3 volunteers is enough for a pilot.
- **Chair Updates:**
  - *Shared Governance Meeting:* Carrie shared that there will be a shared governance meeting tomorrow for which she will send a statement. Loretta plans to attend to represent us.

- TLC: Carrie met with co-chair of CAST (Committee on the Art and Science of Teaching) Rosie Banks to discuss the TLC (Teaching and Learning Center), which would involve professional development opportunities jointly planned by our committee and CAST. There will hopefully be a TLC day planned for this spring. Working with CAST will be helpful since professional development events are a lot of work, and past assessment events have stretched us pretty thin.
- **Assessment Times:** Erica reminded Unit Liaisons to finish their articles soon. Jeff will manage the shared Google Doc of unformatted text. Jen suggested making closing the loop edition of newsletter with all of our previous recommendations.
- **Assessment 101:** Carrie has been working on an Assessment 101 packet of materials to be used for training purposes. Specifically today she shared a pop quiz she created to gauge understanding of assessment. Committee members spent some time completing the quiz on their own, and then we discussed our responses. Here are suggested edits:
  - Change question #9 to mention assessment data.
  - Change question #2 to specify “only”.
  - Improve the wording on #3.
  - Regarding #12, what about pretests for baseline data?
- **Adjournment:** Carrie adjourned the meeting at 4:00 PM. These 10/25/2017 minutes were approved on 11/1/2017 after a motion by Erica and a second by Amy.





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**Minutes for 11/1/2017 (Approved)**

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

<p><b>Attending:</b></p> <ul style="list-style-type: none"> <li>● Jennifer Asimow - Applied Science</li> <li>● Aigerim Bizhanova - Biology</li> <li>● Todd Heldt - Library</li> <li>● Katelin Karlin - Library</li> <li>● Erica McCormack - Humanities and Music</li> <li>● Fernando Miranda-Mendoza - Math</li> <li>● Carrie Nepstad - Social and Applied Sciences</li> <li>● David Richardson - Humanities and Music</li> <li>● Ingrid Riedle - Social and Applied Sciences</li> <li>● Amy Rosenquist - English</li> <li>● Camelia Salajejan - Math</li> <li>● Bara Sarraj - Biology</li> <li>● Jeffrey Swigart - Math</li> <li>● Ray Tse - Physical Science</li> <li>● Loretta Visomirskis - English</li> <li>● Jacquelyn Werner - Academic Support Services</li> <li>● Matthew Williams - ELL/WL</li> <li>● Allan Wilson - Physical Science</li> </ul> <p><b>Apologies:</b></p> <ul style="list-style-type: none"> <li>● Sarah Kakumanu - Math</li> <li>● Bral Spight - Business</li> <li>● Phillip Vargas - Physical Science</li> <li>● Paul Wandless - Art and Architecture</li> </ul>	<p><b>Agenda:</b></p> <ul style="list-style-type: none"> <li>● Meeting With Admin</li> <li>● More Thoughts on Assessment 101 Quiz</li> <li>● Assessment Times</li> <li>● CCSSE</li> <li>● Shared Governance Meeting</li> </ul>
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- **Introduction:** Carrie called the meeting to order at 3:02 PM. The minutes from the 10/25/2017 meeting were approved with a motion from Erica and a second by Amy.
- **Meeting With Admin:** Carrie shared about her and Jeff's meeting with VP Armen Sarrafian and Dean Vincent Wiggins. Armen and Vincent took the Assessment 101 quiz, and then we all discussed the answers. They were especially interested in the questions involving assessment versus evaluation and our institution's culture of assessment. Armen specifically said that if we used assessment data for evaluation even one time, it could undo all of our years of good practice.
- **More Thoughts on Assessment 101 Quiz:** Carrie would like to write faculty learning outcomes that map to the quiz questions, and she plans to share the quiz with department chairs at the next chairs meeting. She also hopes it can help to alleviate the fears of faculty members who may have concerns that assessment results could possibly be used as part of faculty evaluation. Camelia and Jen discussed how it could help faculty members to write better SLO's for their classes. Amy suggested a greater focus on formative vs summative assessment and indirect vs direct assessment. Carrie's end goal is that this would be used as part of an online training with face-to-face elements as well.
- **Assessment Times:** Carrie shared that final edits to articles are due Nov 8th. Committee members will look for a comic. Jen will help Jeff to learn Microsoft Publisher.

- **CCSSE (Community College Survey of Student Engagement):** Carrie shared some key findings from the CCSSE 2014 report she had just received from our administration. Dave reminded us that it is tricky to look across different years since scoring is relative only to other schools in that year, yet it is still a really good tool to discover where we are doing well and where we can improve. For example, our past scores on students services caused us to work hard to improve in that area. Jen reminded us that CCSSE was given in 2014 as part of a Reinvention push to compare the results among our city colleges.
- **Shared Governance Meeting:** Loretta shared about representing us at this recent meeting. Topics included retention, better focus on evening students, recent changes in the integrated communication class, the human resources director search, and increased use of social media by our public relations. Erica read the statement that Carrie wrote.
- **Adjournment:** Carrie adjourned the meeting at 4:00 PM. These 11/1/2017 minutes were approved on 11/8/2017 after a motion by Loretta and a second by Allan.



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**Minutes for 11/8/2017 (Approved)**

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

<p><b>Attending:</b></p> <ul style="list-style-type: none"> <li>● Jennifer Asimow - Applied Science</li> <li>● Aigerim Bizhanova - Biology</li> <li>● Todd Heldt - Library</li> <li>● Sarah Kakumanu - Math</li> <li>● Katelin Karlin - Library</li> <li>● Erica McCormack - Humanities and Music</li> <li>● Fernando Miranda-Mendoza - Math</li> <li>● Carrie Nepstad - Social and Applied Sciences</li> <li>● David Richardson - Humanities and Music</li> <li>● Amy Rosenquist - English</li> <li>● Bara Sarraj - Biology</li> <li>● Bral Spight - Business</li> <li>● Jeffrey Swigart - Math</li> <li>● Ray Tse - Physical Science</li> <li>● Phillip Vargas - Physical Science</li> <li>● Loretta Visomirskis - English</li> <li>● Jacquelyn Werner - Academic Support Services</li> <li>● Matthew Williams - ELL/WL</li> <li>● Allan Wilson - Physical Science</li> </ul>	<p><b>Apologies:</b></p> <ul style="list-style-type: none"> <li>● Ingrid Riedle - Social and Applied Sciences</li> <li>● Camelia Salajejan - Math</li> <li>● Paul Wandless - Art and Architecture</li> </ul> <p><b>Agenda:</b></p> <ul style="list-style-type: none"> <li>● Updates from the Chair</li> <li>● Assessment Times</li> <li>● Presentation on Stats Concepts</li> </ul>
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- **Introduction:** Carrie called the meeting to order at 3:02 PM. The minutes from the 11/1/2017 meeting were approved with a motion from Loretta and a second by Allan.
- **Updates from the Chair:**
  - *TLC Meeting:* Carrie shared that she met with the newly formed TLC (Teaching and Learning Community) group, including Rosie Banks, Chao Lu, and some administrators. They may change the name to the Teaching and Learning Community, and it may be a space for many different departments of college to come together for discussion of issues and professional development. They would rather keep the group informal to avoid having to write common charge.
  - *Chairs Meeting:* Carrie also shared that at the recent department chairs meeting she gave out the Assessment 101 quiz. It generated good discussion on topics including assessment versus evaluation and how we protect our data.
- **Assessment Times:** Jeff showed committee members a cartoon suggested by Fernando, and they approved it for the newsletter. Jeff also asked everyone to finish editing their articles within the next couple of days. Then Jeff will put a draft together using Microsoft Publisher.
- **Presentation on Stats Concepts:** The analysts shared the first half of their presentation on statistical concepts and best practices. Phillip began by discussing methods he uses for keeping data secure. He then gave an overview of some stats concepts including levels of measurements, bimodal distributions, and making data-based decisions such as the appropriate passing score for a placement exams. Fernando then gave an overview of statistical inference, hypothesis tests, p-values, and type 1 versus type 2 error. Next week Fernando will continue and Sarah will share as well.

- **Adjournment:** Carrie adjourned the meeting at 4:00 PM. These 11/8/2017 minutes were approved on 11/29/2017 after a motion by Paul and a second by Amy.



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**Minutes for 11/29/2017 (Approved)**

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

<p><b>Attending:</b></p> <ul style="list-style-type: none"> <li>● Jennifer Asimow - Applied Science</li> <li>● Aigerim Bizhanova - Biology</li> <li>● Katelin Karlin - Library</li> <li>● Erica McCormack - Humanities and Music</li> <li>● Fernando Miranda-Mendoza - Math</li> <li>● Carrie Nepstad - Social and Applied Sciences</li> <li>● David Richardson - Humanities and Music</li> <li>● Ingrid Riedle - Social and Applied Sciences</li> <li>● Amy Rosenquist - English</li> <li>● Camelia Salajejan - Math</li> <li>● Bara Sarraj - Biology</li> <li>● Bral Spight - Business</li> <li>● Jeffrey Swigart - Math</li> <li>● Ray Tse - Physical Science</li> <li>● Phillip Vargas - Physical Science</li> <li>● Loretta Visomirskis - English</li> <li>● Paul Wandless - Art and Architecture</li> <li>● Jacquelyn Werner - Academic Support Services</li> <li>● Matthew Williams - ELL/WL</li> <li>● Allan Wilson - Physical Science</li> </ul>	<p><b>Apologies:</b></p> <ul style="list-style-type: none"> <li>● Todd Heldt - Library</li> <li>● Sarah Kakumanu - Math</li> </ul> <p><b>Agenda:</b></p> <ul style="list-style-type: none"> <li>● Updates from the Chair</li> <li>● Assessment Times</li> <li>● Presentation on Stats Concepts</li> </ul>
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- **Introduction:** Carrie called the meeting to order at 3:02 PM. The minutes from the 11/8/2017 meeting were approved with a motion from Paul and a second by Amy.
- **Newsletter:** Jeff shared that the newsletter is almost complete. He will send the final draft to committee members by next week.
- **Quantitative Reasoning:** Jeff shared that we have 1,050 participants for the quantitative reasoning gen ed survey. He shared concern about how about 800 of those participants came from personal invitation emails to faculty members before Carrie’s mass email went out, and that those personal invitation emails took so much work. Erica pointed out that there is no way to know the true effect of the personal invitations, and there is a chance these faculty members would have still participated simply with the mass email invitation. Carrie will send out another mass email reminder soon.
- **Meeting With HWC Administration:** Carrie shared about her and Jeff’s meeting with VP Armen Sarrafian and Dean Vincent Wiggins. They discussed the possibility of our committee presenting a professional development seminar during January registration week. Carrie was thinking of using the Assessment 101 Quiz as a discussion starter. Erica made the suggestion that we consider changing the format and there was some discussion of converting it from a quiz to more of a game using clickers. Also, Carrie is still trying to finalize a date for our April college-wide event. The tentative date for the Spring TLC event is April 20, 2018. (4/20)
- **Meeting With Chancellor:** Carrie and Jen shared that they attended the Chancellor’s “listening session” along with other HWC full and part time faculty members. They felt good about the meeting and appreciated the chance to share about our committee’s work. Other topics of discussion included the new tuition rates, CCC’s

recent negative media attention, marketing, adjunct pay, and the child development department across all campuses.

- **Shared Governance Meeting:** Jacquelyn shared that discussion topics included key performance indicators (KPI's) and that departments should submit requests for consideration regarding hiring more full-time faculty members. Loretta shared that other discussion topics included methods of increasing enrollment and autonomy of the separate colleges.
- **Data Day Continued:** Fernando presented on the concepts of statistical significance and hypothesis tests.
- **Adjournment:** Carrie adjourned the meeting at 4:00 PM. These 11/29/2017 minutes were approved on 12/6/2017 after a motion by Paul and a second by Amy.



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**Minutes for 12/6/2017 (Approved)**

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

<p><b>Attending:</b></p> <ul style="list-style-type: none"> <li>● Jennifer Asimow - Applied Science</li> <li>● Aigerim Bizhanova - Biology</li> <li>● Sarah Kakumanu - Math</li> <li>● Katelin Karlin - Library</li> <li>● Erica McCormack - Humanities and Music</li> <li>● Fernando Miranda-Mendoza - Math</li> <li>● Carrie Nepstad - Social and Applied Sciences</li> <li>● David Richardson - Humanities and Music</li> <li>● Ingrid Riedle - Social and Applied Sciences</li> <li>● Amy Rosenquist - English</li> <li>● Bral Spight - Business</li> <li>● Jeffrey Swigart - Math</li> <li>● Ray Tse - Physical Science</li> <li>● Phillip Vargas - Physical Science</li> <li>● Loretta Visomirskis - English</li> <li>● Paul Wandless - Art and Architecture</li> <li>● Jacquelyn Werner - Academic Support Services</li> <li>● Matthew Williams - ELL/WL</li> <li>● Allan Wilson - Physical Science</li> </ul>	<p><b>Apologies:</b></p> <ul style="list-style-type: none"> <li>● Todd Heldt - Library</li> <li>● Camelia Salajejan - Math</li> <li>● Bara Sarraj - Biology</li> </ul> <p><b>Agenda:</b></p> <ul style="list-style-type: none"> <li>● Updates from the Chair</li> <li>● Assessment Times</li> <li>● Presentation on Stats Concepts</li> </ul>
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- **Introduction:** Carrie called the meeting to order at 3:02 PM. The minutes from the 11/29/2017 meeting were approved with a motion from Paul and a second by Amy.
- **Assessment Times:** After the committee worked to edit this semester's edition of the Assessment Times, it was unanimously approved after a motion by Loretta and a second by Jen. Committee members then discussed whether we should stop calling it a newsletter since it has become so long. There were some suggestions for calling it a journal, but others were concerned that would change its image among the intended readership. In the end we agreed to simply call it the Assessment Times, deleting any mention of the word newsletter.
- **Registration Week:** Carrie shared that Dean Vincent Wiggins would still like our committee to lead something during January's registration week. The currently planned time is from 10:00AM to 2:00PM on Friday, January 12th. Carrie would like to lead a discussion on the Assessment 101 Quiz.
- **Data Day Continued:** Sarah shared a presentation on regression analysis as the final installment of our analysts' Data Day.
- **Adjournment:** Carrie adjourned the meeting at 4:00 PM. These 12/6/2017 minutes were approved over email on 12/17/2017 after a motion by Dave and a second by Erica.