



## Assessment Committee

Harold Washington College



### Executive Officers

Carrie Nepstad (Chair)

Jeffrey Swigart (Vice Chair of Gen Ed), Erica McCormack (Vice Chair of Unit Assessment),  
Jen Asimow (Online Learning), Paul Wandless (Program Assessment),  
Sarah Kakumanu (Research Analyst), Phillip Vargas (Research Analyst), John Kieraldo (Secretary)

### Departmental Unit Assessment Liaisons

Nick Ceh (Social & Applied Sciences Liaison), Matt Williams (WL ELL), Todd Heldt (Library), David Richardson (Humanities and Music Liaison), Amy Rosenquist (English Liaison), Camelia Salajeau (Math Liaison), Bara Sarraj (Biology Liaison), Bral Spight (Business Liaison), Paul Wandless (Art and Architecture Liaison), Matt Williams (WL ELL), Allan Wilson (Physical Science Liaison)

### Minutes for 01/25/2017 (Approved)

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

<p><b>Members Attending:</b></p> <ul style="list-style-type: none"><li>• Jen Asimow – Social &amp; Applied Sciences</li><li>• Nick Ceh – Social &amp; Applied Sciences</li><li>• Sarah Kakumanu - Math</li><li>• John Kieraldo – Library</li><li>• Yev Lapik -- Biology</li><li>• Erica McCormack – Humanities and Music</li><li>• Fernando Miranda-Mendoza - Math</li><li>• Willard Moody -- English</li><li>• Carrie Nepstad -- Social &amp; Applied Sciences</li><li>• David Richardson – Humanities</li><li>• Amy Rosenquist – English</li><li>• Camelia Salajeau – Math</li><li>• Bara Sarraj - Biology</li><li>• Bral Spight - Business</li><li>• Jeff Swigart - Math</li><li>• Ray Tse – Physical Science</li><li>• Loretta Visomirskis – English</li><li>• Paul Wandless – Art &amp; Architecture</li><li>• Jacquelyn Werner – Academic Support Services</li><li>• Matt Williams – WL ELL</li><li>• Allan Wilson -- Physical Science</li></ul> <p><b>Honored Guest:</b></p> <ul style="list-style-type: none"><li>• Todd Heldt – library</li><li>• Karen Smith – WL ELL</li></ul> <p><b>Apologies from:</b></p> <ul style="list-style-type: none"><li>• Cindy Cerrentano – Office of Instruction</li><li>• Phil Vargas – Physical Science</li></ul>	<p><b>Agenda:</b></p> <p>1<sup>st</sup> regular meeting of spring 2017</p>
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### Intro:

Carrie called the meeting to order at 3:05pm

### Minutes from 12.07.2016:

The approval process for the minutes of the last regular meeting of the committee, will be done via e-mail or at the next Assessment Committee meeting.

### Apologies for absence:

Phil is at FC4. Cindy sent her apologies. Aigerim will be teaching this semester when assessment committee meets.

### **General:**

Introductions: Carrie Nepstad; Allan Wilson; criterion chair, Jen Asimow, criterion chair and focusing on mission statement; Ray Tse; Dave Richardson, Humanities liaison; Fernando Miranda-Mendoza; Bral Spight, Business liaison; Amy Rosenquist, English liaison; Willard Moody; Karen Smith, honored guest, WL ELL; Matt Williams, WL ELL liaison; Erica McCormack, vice chair of the Committee for unit-level assessment and unit-level coordinator; Yev Lapik; Paul Wandless, Art and Architecture liaison and program-level coordinator; Nick Ceh, criterion chair; Todd Heldt, Library liaison; Sarah Kakumanu, research analyst; Bara Sarraj, Biology liaison; Camelia Salajeau, Mathematics liaison; Jeff Swigart, vice chair of the Committee for general education assessment; Jackie Werner, from academic support services and overseeing tutoring; Loretta Visomirskis; and John Kieraldo, secretary of the Committee.

Carrie gave copies of the assessment times from fall and the assessment day event which took place during registration. We also looked at copies of the proposed planning calendar for this semester. Carrie will maintain this document as a Google Docs shared document throughout this semester. This semester is being dubbed as semester to tie all loose ends. One responsibility of the Committee will be to provide the criterion team with all the data that they might need from Assessment. Also this semester, as is the case every spring, we review the core documents, i.e. the charge, the general education outcomes, etc. Carrie asked everyone to look at charge, and the planning calendar for. John will send a link to the charge to everyone.

Erica asks the liaisons to mark on the calendar when their deliverable is due (which for instance might be the Assessment Times article, or a document that might become part of the annual report, etc.) Currently, the date of the first draft of the Assessment Times is week 13.

The other thing that historically has constituted a deliverable is the showcase, i.e. when the liaisons present on their work. Now we have ten liaisons. The best way to do these is to move these to faculty development week of the following semester. Originally, we had the showcase in committee as a suggested argument for why liaisons should get release time for their work as liaisons.

### **Call for proposals:**

The Illinois Annual Assessment Fair takes place at Prairie St (Illinois) in on February 24th, and IUPUI is in Indianapolis in the fall. Proposals are due in April for the IUPUI . Proposals are due this Friday, January 27<sup>th</sup>, for the IL Annual Assess. Fair. Armen said he would support three assessment members to the Assess Fair.

### **Assessment Day of registration week (in January):**

Todd Heldt received positive feedback on his presentation to the faculty on the recent registration week assessment day, and he received encouragement from the Committee to consider giving his presentation to at the Illinois Assessment Fair. Carrie is happy that we had the conversation with the faculty about our general education outcomes.

**Adjournment and Approval of These Minutes:** The meeting adjourned 4pm. These minutes were approved by Loretta, and seconded by Jeff.



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## Minutes for 02/01/2017 (Approved)

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

<p><b>Members Attending:</b></p> <ul style="list-style-type: none"> <li>• Jen Asimow – Social &amp; Applied Sciences</li> <li>• Sarah Kakumanu - Math</li> <li>• John Kieraldo – Library</li> <li>• Yev Lapik -- Biology</li> <li>• Erica McCormack – Humanities and Music</li> <li>• Fernando Miranda-Mendoza - Math</li> <li>• Willard Moody -- English</li> <li>• Carrie Nepstad -- Social &amp; Applied Sciences</li> <li>• David Richardson – Humanities</li> <li>• Amy Rosenquist – English</li> <li>• Camelia Salajeau – Math</li> <li>• Bara Sarraj - Biology</li> <li>• Bral Spight - Business</li> <li>• Jeff Swigart - Math</li> <li>• Ray Tse – Physical Science</li> <li>• Loretta Visomirskis – English</li> <li>• Phil Vargas – Physical Science</li> <li>• Matt Williams -- WL ELL</li> <li>• Allan Wilson -- Physical Science</li> </ul> <p><b>Honored Guest:</b></p> <ul style="list-style-type: none"> <li>• Todd Heldt – library</li> </ul> <p><b>Apologies from:</b></p> <ul style="list-style-type: none"> <li>• Paul Wandless – Art &amp; Architecture</li> <li>• Jacquelyn Werner – Academic Support Services</li> <li>• Nick Ceh – Social &amp; Applied Sciences</li> <li>• Cindy Cerrentano – Office of Instruction</li> </ul>	<p><b>Agenda:</b></p> <ol style="list-style-type: none"> <li>1. Apologies for absence</li> <li>2. Review of 2 sets of minutes</li> <li>3. Chair updates</li> <li>4. Report from Secretary Archivist - website updates</li> <li>5. Report from Online Learning Assessment Coordinator</li> <li>6. Review of the Charge</li> <li>7. Review Master Calendar for next week</li> </ol>
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## Intro:

Carrie called the meeting to order at 3pm.

## Minutes from 12.07.2016, and 1.25.2017

Paul, via e-mail, motioned to approve the 12.07.2016 minutes, and Loretta seconded. Loretta motioned to approve the 1.25.2017 minutes, and Jeff seconded.

## Apologies for absence:

Paul Wandless reported in advance a conflict he would have with the Rank and Promotion Committee. Jacquelyn Werner gave her apologies. Nick Ceh and Cindy Cerrentano also sent their apologies.

#### **Chair updates:**

The deadline for submitting proposals for Illinois Assessment Fair was extended to February, 10<sup>th</sup>.

The first executive meeting with Armen is tomorrow, Feb 2<sup>nd</sup>, at 2-2:30pm. Carrie is happy to bring questions from the Committee to Armen. The executive officers have an open invitation to that meeting.

At the Friday the 3<sup>rd</sup> Chairs meeting, Carrie is going to offer to visit departmental meetings to continue conversation about Assessment.

Carrie was at a District Office meeting yesterday, the 31<sup>st</sup>. She learned that the master course syllabi exist on a Sharepoint drive so that the Committee can look at them to determine how outcomes are being assessed.

#### **Report from Secretary / Archivist (Web site updates):**

John showed the current main page of the Assessment Committee Web page and then a page that has not yet been published displaying an example of a graphic that John could create for the Web site. Then John showed ten photos that we used in our last three newsletters and there was some discussion as to whether individuals in those photos would be ok with having them published to the Web site. On Thursday, Feb 2<sup>nd</sup>, John and Carrie will meet with Scott Brigham, Public Relations Director, about the process for getting photos approved for updating the Web site.

We talked about the infinity logo that Armen created several years ago, and we talked about the possibility of bringing it back.

#### **Report from Online Learning Assessment Coordinator:**

Jen showed a comparative analysis of face-to-face versus online courses. The analysis, in the form of a graph, is based on the survey she conducted in late fall 2016, with numbers crunched by Phil.

As for next steps, Jen will collaborate with Camelia, of math, and Bral, of business, to work on assessing online vs. face-to-face.

One potential impediment to progress is the current absence of a dean of online learning for support. Ideally we want to know that the learning in the online courses is equivalent with the learning in the face-to-face environment.

#### **Review of the Committee Charge:**

Erica submitted edits to the section dealing with CAST, the vice chair release time, and the standing sub-committees. John submitted edits to the secretary/archivist position. A section for the program-level coordinator needs to be added. Bara asked about the status of the student representative. Carrie replied that it has not been easy to get students to serve on the Committee. Students should be engaged, but we haven't come up with a good way to involve them. We've tried to inform them of assessment activities, i.e. with the Assessment Times for Students.

Matt Williams and Karen Smith do a symposium for students each semester. They will be putting together a call for submitting proposals soon, and we will continue this conversation.

**Review Master Calendar for next week (2.08.2017):**

Next week we will look at the master calendar.

**Adjournment and Approval of These Minutes:** The meeting adjourned at 4pm. These minutes were approved by Amy and seconded by Matt.



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### Minutes for 02/08/2017 (Approved)

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

<p><b>Members Attending:</b></p> <ul style="list-style-type: none"> <li>• Jen Asimow – Social &amp; Applied Sciences</li> <li>• Nick Ceh – Social &amp; Applied Sciences</li> <li>• Cindy Cerrentano – Office of Instruction</li> <li>• Sarah Kakumanu - Math</li> <li>• John Kieraldo – Library</li> <li>• Yev Lapik -- Biology</li> <li>• Erica McCormack – Humanities and Music</li> <li>• Fernando Miranda-Mendoza - Math</li> <li>• Willard Moody -- English</li> <li>• Carrie Nepstad -- Social &amp; Applied Sciences</li> <li>• David Richardson – Humanities</li> <li>• Amy Rosenquist – English</li> <li>• Bara Sarraj - Biology</li> <li>• Bral Spight - Business</li> <li>• Jeff Swigart - Math</li> <li>• Ray Tse – Physical Science</li> <li>• Loretta Visomirskis – English</li> <li>• Phil Vargas – Physical Science</li> <li>• Paul Wandless – Art &amp; Architecture</li> <li>• Jacquelyn Werner – Academic Support Services</li> <li>• Matt Williams -- WL ELL</li> <li>• Allan Wilson -- Physical Science</li> </ul> <p><b>Honored Guest:</b></p> <ul style="list-style-type: none"> <li>• Todd Heldt – library</li> <li>• Violeta Toma -- Math</li> </ul> <p><b>Apologies from:</b></p> <ul style="list-style-type: none"> <li>• Camelia Salajejan – Math</li> </ul>	<p><b>Agenda:</b></p> <ol style="list-style-type: none"> <li>1. Apologies for absence</li> <li>2. Review of the minutes</li> <li>3. Report from Chair: meetings with VP, Dept. Chairs, Coordinators/AOC, CAST, and PR</li> <li>4. Report from Program Coordinator</li> <li>5. General Education Outcomes Review: follow-up after meeting during registration</li> <li>6. Annual Reporting Process</li> </ol>
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### Intro:

Carrie called the meeting to order at 3:02pm.

### Apologies for absence:

Camelia Salajeau sent her apologies.

#### **Approval of minutes from Minutes from 2.1.2017**

Amy motioned to approve, and Matt seconded.

#### **Report from Chair: meetings with VP, Dept. Chairs, Coordinators/AOC, CAST, and PR:**

Carrie went to the department chairs meeting last Friday. Departmental chairs meetings, which last up to three hours, take place every first Friday of the month in fall and spring. Carrie is going to look to have a set time when she can join the meeting to update them on assessment. As an alternative, or as a stop-gap measure, Phil and John are usually there too to fill for Carrie.

Carrie met with Armen on Thursday. Armen said to send a proposal for summer projects with funding for them remaining a possibility.

Carrie also attended an adjunct coordinators meeting where we talked about evaluation and assessment among other things.

We plan on scheduling three sessions for the adjuncts to present their work during Faculty Development Week which is coordinated by CAST.

Carrie and John met with Scott Brigham about the Assessment Web site. We received the photo approval form from Scott so that we can update the Web site with additional photos.

#### **Report from Program Coordinator:**

Paul will be with chairs and area coordinators who oversee degree certificate programs to see if they have anything in place for program assessment. Paul has reached out to Rose Divita (area head for DMD degree & certificates) about the capstone course in the digital multimedia program, Kathryn Nash (area head for Theater degree) and will meet with her 2/9 to discuss program assessment. He email Matt Shevitz to speak with him about the Music degrees and is waiting for his response. Paul said the AFA Studio Art degree has program level assessment in place. He will continue to contact and meet with faculty who are involved with areas associated with program-level assessment. He is focusing on the Liberal Arts degree and certificates.

As a next step, Carrie suggested producing a document possibly based on the existing one from unit-level assessment, which covers the six steps involved in unit-level assessment. Erica said that these are the same six steps used for general education assessment.

#### **General education outcomes review:**

Following up on the process started during faculty development week. Carrie is working on several questions to ask faculty in an effort to continue the conversation with faculty in talking about our general education outcomes. She has produced a Google Form survey that she will share with the Committee. We discussed whether these should be short answer, or open-ended questions. Cynthia suggested looking into what faculty are doing at other institutions. One institution, for example, broke down critical thinking into more specific areas such as problem solving. Jen suggested that when we wrote these outcomes fifteen years ago, the world was a different place. The possibility of starting over with these was touched on.

Nick suggested we consult students to see whether they are interested in what we are trying to assess. Carrie picked up on what we mentioned last week about having a focus group with students.

Jeff, should we consider bringing civil engagement back as something that we would assess.

One member suggested we can learn a lot by creating a learning community. In this way students can be exposed to community engagement.

One former instructor offered his students a kind of service learning option in place of one of the essays.

Paul suggested that while there is oral communication and written communication, digital communication should be added as an additional form of communication that is used most widely now by all.

Jen, code switching is involved in sending a text to a friend versus sending an e-mail to an instructor.

Amy suggests that our teaching of English 101 needs to evolve so that we are serving our students' needs in the various, new forms of communication that they need to master.

Todd suggested there are many frames to information literacy, i.e. financial literacy.

#### **Miscellaneous reminder, Committee charge:**

Carrie wants to make sure everybody reads the charge and fills out the survey on the charge.

#### **Annual reporting process:**

Carrie asked for volunteers to read the 2015-2016 draft form of that report. Most of that is unit-level reporting.

#### **Master calendar:**

We are holding off looking at that until we are more certain of our general education objectives.

**Adjournment and Approval of These Minutes:** The meeting adjourned at 3:59pm. These minutes were approved by Jen and seconded by Allan.





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Sarah Kakumanu (Research Analyst), Phillip Vargas (Research Analyst), John Kieraldo (Secretary)  
Science Liaison)

## Minutes for 02/15/2017 (Approved)

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

<p><b>Members Attending:</b></p> <ul style="list-style-type: none"> <li>• Jen Asimow – Social &amp; Applied Sciences</li> <li>• Nick Ceh – Social &amp; Applied Sciences</li> <li>• Cindy Cerrentano – Office of Instruction</li> <li>• Todd Heldt--Library</li> <li>• John Kieraldo – Library</li> <li>• Yev Lapik -- Biology</li> <li>• Erica McCormack – Humanities and Music</li> <li>• Fernando Miranda-Mendoza - Math</li> <li>• Willard Moody -- English</li> <li>• David Richardson – Humanities</li> <li>• Amy Rosenquist – English</li> <li>• Camelia Salajejan – Math</li> <li>• Bara Sarraj - Biology</li> <li>• Bral Spight - Business</li> <li>• Jeff Swigart - Math</li> <li>• Ray Tse – Physical Science</li> <li>• Loretta Visomirskis – English</li> <li>• Phil Vargas – Physical Science</li> <li>• Paul Wandless – Art &amp; Architecture</li> <li>• Jacquelyn Werner – Academic Support Services</li> <li>• Matthew Williams -- WL ELL</li> <li>• Allan Wilson -- Physical Science</li> </ul> <p><b>Honored Guest:</b></p> <ul style="list-style-type: none"> <li>•</li> </ul> <p><b>Apologies from:</b></p> <ul style="list-style-type: none"> <li>• Sarah Kakumanu - Math</li> <li>• Carrie Nepstad -- Social &amp; Applied Sciences</li> </ul>	<p><b>Agenda:</b></p> <ol style="list-style-type: none"> <li>1. Apologies for absence</li> <li>2. Review of the minutes</li> <li>3. Liaison Updates - Erica</li> <li>4. District Wide Assessment Committee Updates - Phil</li> <li>5. Quantitative Reasoning - Jeff</li> <li>6. Assessment Times - John</li> </ol>
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## Intro:

Jeff called the meeting to order at 3:02pm.

## Apologies for absence:

Carrie and Sarah sent their apologies.

## Approval of minutes from Minutes from 2.8.2017

Jen motioned to approve the minutes from last week, and Allan seconded.

### **Unit-level liaison reports**

There are 10 academic department liaisons on the Committee. This week several of them will report on their ongoing work, and next week the remainder will report on their work.

#### **Matthew Williams – WL ELL**

Matthew is at stage one in the ELL department as far as working with colleagues in the department. Last semester, Margarita looked student acquisition of past tense verb forms in Spanish 102. Margarita was also looking at the difficulty students have with irregular verb forms as a specific obstacle to continuing learning Spanish. Matthew thinks that Margarita's data may prove valuable as he works on improving the SLOs for Spanish 102. To help develop and improve the existing SLOs, he is looking at additional input from the WL/ELL instructors as to what they feel competencies are important for students to show mastery in.

#### **Camelia Salajeon – Mathematics**

Camelia discovered that there isn't a master syllabus for Math 118. An attempt is being made to consolidate six versions of the syllabus for Math 118 into a master syllabus for that course. In math 118 instructors have to choose from among three or four topics to focus on. The description in the course catalog has changed in the most recent version. Math faculty have decided to review all their master syllabi.

#### **Bral Spight – Business**

Primarily the department is continuing an ongoing project looking at student learning over time. They are focusing on the entry-level courses Business 111, 140 and 181 which are being compared with student results after taking Business 269, Econ 202 and Business 182. They designed a 30-question assessment that probes three fundamental areas: General business concepts, accounting, and business math. They piloted this in the fall and received 157 responses. This semester they are trying to qualify the student responses to make a determination about student learning. Later in the semester they will look into whether the assessment tool was effectively designed. This semester they began a secondary effort taking a specific look at Business 181, which is part of the accounting sequence. The goal is to look at the student learning outcomes and assess online learning versus face-to-face learning and find out whether there are differences in level of achievement.

#### **Amy Rosenquist – English, Speech and Theater**

In the English, Speech and Theater department, the unit level project looked at student learning outcomes in relation to soft skills. A particular focus has been placed on theater courses and how theater performance classes convey and assess soft skill development. Theater Arts skills preliminarily seem to offer soft skill development to all students, not just theater majors, and some of these skills can be particularly important in careers such as business or education. Amy is going to meet with George Calisto to see where business concentration students tend to transfer to, and determine how our theater arts classes transfer to those schools.

#### **Dave Richardson – Humanities**

Last fall Humanities revised an assessment tool for students taking individual lessons in music. The new tool was deployed for the first time in December of last year. The process involves using iPads. Dave also talked

about a separate assessment dealing with reading beliefs and reading behaviors. There is a consensus that students' beliefs about reading and learning have a strong impact on their achievement level.

#### Paul Wandless – Art & Architecture

The descriptive rubrics for Art 131 (beginning drawing) assessment, and Art 144 (two-dimensional design) assessment have been updated. Color theory is a new component that is being added to Art 144 (two-dimensional design) assessment. Art 131 assessment will be run week 13 and Art 144 assessment will be run March 14 (week 9). Art 145 (three-dimensional design) will have a pilot assessment run this semester in week 15. Art 145 (3D Design) is the companion class to Art 144 (2D Design). All these courses are all part of the AFA for Studio Art pathway.

#### Todd Heldt – Library

Last semester the library re-visited its student learning outcomes. Our one-shot instruction sessions don't allow much time for an assessment on very many measures. We focused on what the most vital skills are to assess. Todd created an assessment tool involving some basic, and some more involved measures, based on our student learning outcomes. We ran it as a pilot in the fall and are running it this semester. We expect to have a decent sample-size but have already begun exploring ways to improve on our current efforts.

The three liaisons who did not have a chance to report this week will report on their ongoing work next week: Bara Sarraj of Biology, Nick Ceh of Social and Applied Sciences, and Allan Wilson of Physical Science.

#### **District-wide Assessment Committee updates:**

Phil said that the source for master syllabi from District is unreliable. Phil and Sarah would like there to be a time when the liaisons could have a working meeting to share their experiences and learn from one another. One suggestion would be to have such a meeting during registration week, or Faculty Development Week but outside of the program of events. Phil suggested that it be a two-hour meeting.

#### **Additional discussion:**

We talked about conducting surveys using Google Forms and Blackboard, and what the pros and cons are. (In Blackboard a survey, known as an "enterprise survey", has to be designed as a test.)

Jeff commented that in using Google Forms, one of the biggest tricks is to wait to make the attached spreadsheet until one is completely done with form. If change form, scrap the spreadsheet and start with a new one. Ask Jen who knows a lot about Google Forms.

Jeff reminded everyone that we did a quantitative reasoning assessment eight years ago. We're doing that again this fall. Jeff talked with Chris Sabino of the math department to see what he wants it to look like. He leaned toward comparative data. The survey was a paper survey eight years ago. The question of whether those taking the survey will need to show their work came up. Chris feels that this is important. Other committee members raised considerations such as making the assessment aligned with the structure of exams students would most often face in math courses and asking whether using pencil and paper to write or typing responses is easier for students. Some committee members wondered if the test could be given electronically but with multi-step responses that would allow us to capture students "showing their work" to an extent without relying on responses written on paper.

Assessment Times newsletter update:

Carrie wanted to plant the idea in people's heads that the time for choosing what to write about, and writing a first draft is quickly approaching. Carrie wondered if it might be a good idea to choose a theme that all writers would adhere to. Erica pointed out that this would pose an extra layer of challenge to the ten liaisons. John suggested that we might have a theme but that the liaisons would not necessarily have to adhere to it, only the other writers, and the comic would be chose with respect to a theme, for example.

**Adjournment and Approval of These Minutes:** The meeting adjourned at 3:59pm. These minutes were approved by Loretta and seconded by Amy.



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### Intro:

Carrie called the meeting to order at 3:03pm.

### Apologies for absence:

John, Jeff, Phil, Dave, Nick

### Review of the Minutes:

Approving last week meeting minutes:

- o additional editing requested by Amy and Erica: changes to be emailed to John
- o Erica requested liaisons to review minutes on their presentations and make edits as necessary
- o Revised minutes will be reviewed again next week

### **Reports from Liaisons, continued:**

#### **Allan:**

Finishing up work on General Chemistry 201 course assessment:

- o Chem 201 (Gen Chem) is the course with the highest student enrollment at the department
- o In the past several semesters pre-tests have been administered and results analyzed
- o During the current 2016/17 academic year, post-tests have been administered and results are being analyzed

Starting assessing Chem 121 (the course that serves as a prerequisite for Chem 201):

- o So far, low response rate from faculty
- o Brainstorming assessment ideas - focus on specific topics (e.g., stoichiometry), try different question types, create a question bank through faculty sharing.

#### **Bara:**

Planning to assess student scientific writing in biology courses (starting with 200-level microbiology course):

- o Analyzing SLOs
- o Working with Erica on rubric draft
- o Plans to focus on scientific journal style of writing and create a template that students will be expected to follow in their writing
- o Ideally, the template will not be specific for microbiology and can be used in introductory biology classes
- o Looking at samples of student writing is very helpful (more so than the located literature)  
Carrie commented that using student samples can make it easier to "close the loop."

Erica commented that it has been a common challenge for liaisons to find meeting times that work to confer with large numbers of their department colleagues, so many individual conversations have to suffice. Involvement of non-liaison members of the committee to support the work being done at the department levels can be very helpful and is always appreciated.

Carrie: the work of their assessment liaisons can serve as a model for the department to develop other assessment pieces in the future.

Bara suggested that the data obtained by the department liaisons can serve to attract more interest from the faculty.

All other liaisons presented last Wed.

### **Program Level Assessment**

#### **Paul:**

Architecture and DMD Programs:

- o Both have capstone courses. Paul spoke with Rose DiVita (DMD) and John Madsen (Architecture) to better understand how they are currently used.
- o Program Level Assessment (PLA) tools exist, but are not called PLA at the moment by their respective areas. This can change in the future so documentation can be done of the process and the results of the PLAs in the two areas.
- o Records are kept (e.g. digital portfolios) but the process of record-keeping can be formalized

- o Systematic assessment data collection process needs to be established and both programs are willing to pursue this at some point in the future.

Theater program:

- o Is struggling with a lack of facilities/ resources and low student enrollment.
- o Paul is discussing and learning more about strategies to improve student enrollments into theater classes from Rachel and Catherine
- o Paul is learning the programmatic needs still and Theater will have to defer any earnest assessment strategies until Fall 2017

Music:

Paul is awaiting faculty replies

Next program on the list: Philosophy

Carrie suggested that AC can advocate for important low-enrollment courses.

Erica: Upper-Level Humanities and Theater courses are all affected by low enrollment given the system's alphabetical drop-down menu that's putting disproportionate numbers of students in Art 103 (Art Appreciation) rather than other Humanities and Fine Arts designated courses. New pathways favor courses alphabetical order. It is harder to find certain courses, even for students who know how to look.

Cindy: In theory – Pathways can be a good guiding tool but in CCC, they became too prescriptive and limiting. In the near future, the courses not related to graduation requirements will not be covered by financial aid (unless they count as electives). Pathways will not be fixed any time soon – we need to explore other ways to inform students (e.g. in-class discussions, advisor presentations)

Jen: Pathways do not take into account the "real" student, Pathway revisions do not make it into final Pathways.

### **Online Assessment**

Jen:

- o Fall 2016 Online Assessment Survey had an excellent response rate (n=443 usable samples).
- o Jen is in the process of analyzing qualitative data that appears to be overwhelmingly positive in some areas.(students have indicated that they are satisfied with their learning and amount of attention and interaction they have with OL instructors)
- o When data are analyzed statistically, it will be important to meet with IDMs and AOCs to discuss the survey results and their implications
- o Cindy: strategies for survey results dissemination among OL FT and PT instructors have to be considered

AC members discussed the importance of having clear survey goals and a multi-step plan for survey administration to ensure high response rate:

- o Goal: to assess student perception of their learning in OL vs. F2F courses
- o Advanced notification emails and reminders
- o Ample time for instructors to administer the survey

### **District wide assessment committee updates**

District-wide survey on college assessment climate had a low response rate due to lack of a cohesive survey goal and survey administration plan. It is hard to say whether the results will be reliable and representative.

**Planning for Assessment Fair**

- o Todd will be presenting
- o Cindy will be presenting on interactive classroom assessment techniques

**Adjournment and Approval of These Minutes:**

Adjourned at 4:02pm. These minutes were approved by Paul and seconded by Loretta.





## Assessment Committee

Harold Washington College



### Executive Officers

Carrie Nepstad (Chair)

Jeffrey Swigart (Vice Chair of Gen Ed), Erica McCormack (Vice Chair of Unit Assessment),  
Jen Asimow (Online Learning), Jen Asimow (Program Assessment),  
Sarah Kakumanu (Research Analyst), Phillip Vargas (Research Analyst), John Kieraldo (Secretary)  
Science Liaison)

### Minutes for 03/01/2017 (Approved)

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

<p><b>Members Attending:</b></p> <ul style="list-style-type: none"><li>• Jen Asimow – Social &amp; Applied Sciences</li><li>• Nick Ceh – Social &amp; Applied Sciences</li><li>• Todd Heldt -- Library</li><li>• John Kieraldo – Library</li><li>• Yev Lapik -- Biology</li><li>• Erica McCormack – Humanities and Music</li><li>• Fernando Miranda-Mendoza - Math</li><li>• Willard Moody -- English</li><li>• Carrie Nepstad -- Social &amp; Applied Sciences</li><li>• David Richardson – Humanities</li><li>• Amy Rosenquist – English</li><li>• Camelia Salajejan – Math</li><li>• Bara Sarraj - Biology</li><li>• Jeff Swigart - Math</li><li>• Loretta Visomirskis – English</li><li>• Phil Vargas – Physical Science</li><li>• Paul Wandless – Art &amp; Architecture</li><li>• Jacquelyn Werner – Academic Support Services</li><li>• Matthew Williams -- WL ELL</li><li>• Allan Wilson -- Physical Science</li></ul> <p><b>Honored Guest:</b></p> <ul style="list-style-type: none"><li>•</li></ul> <p><b>Apologies from:</b></p> <ul style="list-style-type: none"><li>• Cindy Cerrentano – Office of Instruction</li><li>• Sarah Kakumanu - Math</li><li>• Bral Spight - Business</li><li>• Ray Tse – Physical Science</li></ul>	<p><b>Agenda:</b></p> <ol style="list-style-type: none"><li>1. Today's agenda:</li><li>2. Apologies for absence</li><li>3. Review of the minutes</li><li>4. Report on the Assessment Fair</li><li>5. Revised AC Charge</li><li>6. Updates on reporting process</li><li>7. Meeting is scheduled with Armen for tomorrow</li><li>8. Will send updates with Phil to present at the Chairs meeting, which is this Friday</li></ol>
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### Intro:

Carrie called the meeting to order at 3pm.

### Apologies for absence:

Sarah Kakumanu, Cindy Cerrentano, Bral Spight, Ray Tse all sent their apologies for their absence.

## **Approval of minutes from Minutes from 2.15 and 2.22.2017**

The minutes from February 15<sup>th</sup> were motioned to be approved by Loretta and then seconded by Amy.

The minutes from February 22<sup>nd</sup> were motioned to be approved by Paul and then seconded by Loretta.

## **General discussion on online learning**

The meeting started out with a somewhat disjointed, give-and-take discussion on assessment and online learning. In math a faculty said that currently all courses offered online are terminal courses, while in social and applied sciences the courses offered as online courses are mostly introductory courses. Carrie says most of the child development students are taking at least one online class.

Online student learning will be included in the quantitative reasoning assessment. Quantitative reasoning is the next general education assessment that the Committee will take on, and Carrie is wondering if there's any way to distinguish between online, face-to-face and hybrid in the overall assessment that we will set up. Online students have participated in the last few general education assessments.

Jen reported that the results so far have been mixed, with a lot of positive feedback as well as negative. Phil said he is pleased with the results as well. They are still working on the data analysis and will include the AOCs and the online administration as soon as they have a more detailed report.

As far as assessment of online learning goes, right now we are only looking at our students' perceptions of their experience of online learning with respect to their experiences of learning in a face-to-face environment.

Carrie suggested a survey for instructors' experiences of online vs face-to-face.

## **Report on the Assessment Fair**

Carrie and Todd presented at the Assessment Fair on Friday of last week. The audience was very engaged during Todd's talk (which he also presented, in close to the same form, to our faculty during registration week earlier this semester). The keynote speaker was Norbert Elliot. His expertise is on writing assessments. His message was to make sure our assessments are fair. Using assessment for other means, for instance placement, or to evaluate faculty, should never take place.

Cynthia Cerrentano did a talk on classroom assessment techniques at the same event, and at the same time as that of Carrie and Todd.

Faculty from Truman College talked about how they assessed oral communication. They surveyed faculty who have their students do any kind of speaking in class. They used a standardized rubric and videotaped students' performances which were then graded. We might be able to obtain the rubric.

## **General**

The bi-monthly Assessment Committee (officer) meeting with Armen is scheduled for tomorrow.

Also, Carrie will send updates with Phil to present at the Chairs meeting which is this Friday.

Jen and Carrie are planning a trip to Blackhawk College in Moline, IL, in April. It is going to be a two-day workshop with the faculty there with much of what we've done in assessment of student learning during the past ten to fifteen years.

It looks like we won't have summer funding for projects this summer, or for any potential IUPUI presenters.

### **Revised AC Charge**

Carrie highlighted several sections of the current Committee Charge for areas to focus on – potentially re-wording, expanding, or removing. There were eight separate sections of the Charge that were looked at in this way.

Erica commented that the VC for unit-level's increased release time is tied to having to coordinate an ever-growing number of liaisons.

The unit-level coordinator description, as well as that of coordinator of online assessment and program-level assessment were subjects of the most discussion.

Carrie said that the section for the coordinator of assessment of online student learning was the "squishiest" of the coordinator descriptions. It was suggested and general accepted that in the description for the online assessment coordinator, the word "written" should be replaced with the word "regular" as in the coordinator should provide regular updates, rather than written updates.

Somewhat related to this discussion, it was pointed out that at the District level there is a new committee looking at online learning.

### **Updates on reporting process**

Carrie commented that it would be interesting to look at the number of online visitors to our Web site. There is some anecdotal evidence that many people outside of the CCC community have come across the leaders of Assessment at HWC by all the reporting we have published on our Web site.

**Adjournment and Approval of These Minutes:** The meeting adjourned at 3:59pm. These minutes were approved by Cindy and seconded by Amy.



## Assessment Committee

Harold Washington College

### Executive Officers

Carrie Nepstad (Chair)

Jeffrey Swigart (Vice Chair of Gen Ed), Erica McCormack (Vice Chair of Unit Assessment),  
Jen Asimow (Online Learning), Jen Asimow (Program Assessment),  
Sarah Kakumanu (Research Analyst), Phillip Vargas (Research Analyst), John Kieraldo (Secretary)  
Science Liaison)



### Minutes for 03/08/2017 (Approved)

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

<p><b>Members Attending:</b></p> <ul style="list-style-type: none"><li>• Jen Asimow – Social &amp; Applied Sciences</li><li>• Nick Ceh – Social &amp; Applied Sciences</li><li>• Cindy Cerrentano -- Office of Instruction</li><li>• Todd Heldt -- Library</li><li>• Sarah Kakumanu - Mathematics</li><li>• John Kieraldo – Library</li><li>• Yev Lapik -- Biology</li><li>• Fernando Miranda-Mendoza - Math</li><li>• Willard Moody -- English</li><li>• Carrie Nepstad -- Social &amp; Applied Sciences</li><li>• David Richardson – Humanities</li><li>• Amy Rosenquist – English</li><li>• Camelia Salajejan – Math</li><li>• Bara Sarraj - Biology</li><li>• Bral Spight - Business</li><li>• Jeff Swigart - Math</li><li>• Ray Tse - Physical Science</li><li>• Loretta Visomirskis – English</li><li>• Phil Vargas – Physical Science</li><li>• Paul Wandless – Art &amp; Architecture</li><li>• Matthew Williams -- WL ELL</li></ul> <p><b>Honored Guest:</b></p> <ul style="list-style-type: none"><li>•</li></ul> <p><b>Apologies from:</b></p> <ul style="list-style-type: none"><li>• Erica McCormack - Humanities and Music</li><li>• Jacquelyn Werner - Academic Support Services</li><li>• Allan Wilson - Physical Science</li></ul>	<p><b>Agenda:</b></p> <ol style="list-style-type: none"><li>1. Apologies for absence</li><li>2. Review of the minutes</li><li>3. Updates from meeting with Administration - Phil Vargas</li><li>4. Updates: Liaison Showcase details</li><li>5. Reminder: Assessment Times deadlines</li></ol>
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### Intro:

Carrie called the meeting to order at 3:03pm.

### Apologies for absence:

Allan Wilson, Erica McCormack, and Jacquelyn Werner all sent apologies for their absence.

### **Approval of minutes from Minutes from 3.01**

Cindy motioned to approve the minutes from March 1st and Amy seconded this motion.

### **Updates**

Phil provide an Assessment Committee update at the March 3rd chair meeting. Armen indicated his support for having the liaisons get release time from registration for them to meet at the outset of fall for two hours. It is unlikely that we will receive funding for summer projects. John will ask District for data on Assessment Committee Web site traffic over time. Carrie said last week that we have anecdotal evidence from people outside of CCC having found us on the Web, and found out about our Assessment activities.

In addition to unit-level assessment meeting that was recently proposed by Phil, Paul suggested a more general, introductory and hands-on session for faculty on how to get started with assessment. Paul suggested FDW week for this, not for registration week, although others talked about the benefits of either week. Paul suggested that it could be set up as a kind of workshop with the Assessment Committee members available to work more or less one-on-one with faculty based on their combined subject-area focus. Jen suggested an entire day devoted to this workshop-style Assessment Committee / faculty event. Possibly the unit-level sessions could be tied in with an entire day. Carrie wants to get the date set with plenty of advance notice, to get it on the calendar and to start marketing it soon. Amy suggested making it a Wednesday, either Wednesday the 16th of Faculty Development Week or Wednesday the 23rd of registration week. Cindy contributed that Faculty Development Week might generally be better for adjuncts, while others suggested that release time from registration might make that week idea at least for full-time faculty. Jeff suggested that the Committee could start a youtube channel -- and connect it to the Web site -- to publish and share videos of individual sections within the overall event. In support of this idea, Carrie commented that the curriculum committee is already sending people to us when they ask about student learning outcomes for their courses. And finally, we will learn more about upcoming HLC work to be done on Friday the 10th.

### **Assessment Times**

Carrie reminded that the deadline for draft articles for the assessment times is coming up. Potential themes: truth, fairness, alternative facts, information literacy. Carrie expects everybody on the Committee to write an article for the Assessment Times.

### **International Women's Day**

To commemorate International Women's Day, Carrie read the following statement:

"I'd like to ask the committee to take a moment to recognize the contributions of women to the HWC Assessment Committee since its renewal in 2003 and to consider what it would be like if women were not at the table. In honor of 'A Day Without a Woman', I would like to invite all those who identify as women to stand up with me and leave the meeting."

**Adjournment and Approval of These Minutes:** Bral Spight suggested that the remaining committee members adjourn the meeting in support of those who had just left. The meeting adjourned at that time, approximately

3:30pm. These minutes were approved by Jen and seconded by Amy.



## Assessment Committee

Harold Washington College



### Executive Officers

Carrie Nepstad (Chair)

Jeffrey Swigart (Vice Chair of Gen Ed), Erica McCormack (Vice Chair of Unit Assessment),

Jen Asimow (Online Learning), Jen Asimow (Program Assessment),

Sarah Kakumanu (Research Analyst), Phillip Vargas (Research Analyst), John Kieraldo (Secretary)

Science Liaison)

### Minutes for 03/15/2017 (Approved)

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

<p><b>Members Attending:</b></p> <ul style="list-style-type: none"> <li>• Jen Asimow – Social &amp; Applied Sciences</li> <li>• Nick Ceh – Social &amp; Applied Sciences</li> <li>• Todd Heldt -- Library</li> <li>• Sarah Kakumanu - Math</li> <li>• John Kieraldo – Library</li> <li>• Yev Lapik -- Biology</li> <li>• Erica McCormack – Humanities and Music</li> <li>• Fernando Miranda-Mendoza - Math</li> <li>• Willard Moody -- English</li> <li>• Carrie Nepstad -- Social &amp; Applied Sciences</li> <li>• David Richardson – Humanities</li> <li>• Amy Rosenquist – English</li> <li>• Bara Sarraj - Biology</li> <li>• Bral Spight - Business</li> <li>• Jeff Swigart - Math</li> <li>• Loretta Visomirskis – English</li> <li>• Phil Vargas – Physical Science</li> <li>• Paul Wandless – Art &amp; Architecture</li> <li>• Jacquelyn Werner - Academic Support Services</li> <li>• Matthew Williams -- WL ELL</li> <li>• Allan Wilson -- Physical Science</li> </ul> <p><b>Honored Guest:</b></p> <ul style="list-style-type: none"> <li>•</li> </ul> <p><b>Apologies from:</b></p> <ul style="list-style-type: none"> <li>• Cindy Cerrentano - Office of Instruction</li> <li>• Camelia Salajejan - Math</li> <li>• Ray Tse - Physical Science</li> </ul>	<p><b>Agenda:</b></p> <ol style="list-style-type: none"> <li>1. Apologies for absence</li> <li>2. Review of the Minutes</li> <li>3. Updates from Research Analysts</li> <li>4. Final draft of the Charge</li> <li>5. Assessment Advisory Council pilot</li> <li>6. Faculty Development Week, follow-up</li> <li>7. Assessment Times</li> <li>8. Website updates</li> </ol>
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### Intro:

Carrie called the meeting to order at 3:01.

### Apologies for absence:

Camelia Salajeau, Ray Tse and Cindy Cerrentano sent apologies for their absence.

### **Approval of minutes from Minutes from 3.08**

Jen motioned to approve the minutes from March 8th and Allan seconded this motion.

### **Updates from research analysts**

In their weekly meeting as research analysts, Sarah and Phil discussed the idea of establishing a cutoff date for this semester for accepting project data to analyze. The reason behind this would be so that they could focus on the humanities assessment data after the cutoff date for other assessment projects. However, now it's looking as though they won't have a chance to get to the humanities assessment data until fall semester. In these meetings they have also discussed putting together a template or a protocol for how liaisons and committee members submit data to them (to the research analysts). Phil thinks he may be ready with something in the fall.

Phil and Sarah are working toward an umbrella IRB, or institutional review board. There is some question as to whether City Colleges has one that would cover our assessment work. George Calisto is of the opinion that we do not have one, at least not adequately. Phil says since we're working with student IDs, we probably do need to spell out how we store and work with information. Phil talked of writing up an umbrella IRB that would fit our needs, and he would update it annually as needed. Nick said that he has some experience with working with IRBs too (along with Phil). The overall point is to make sure we're doing things correctly in how we collect and work with data. If our work is for academic policy or for a particular class then it's typically not necessary to have one, but if for a broad subject or for something on the District-level then that's where it becomes necessary for us to have an IRB. If strictly classroom assessment without working with student IDs, then IRB not necessary. Carrie says that we want to make sure that we have the informed consent of our students. The informed consent piece is often, according to Carrie, the part that trips people up.

Phil says that when it comes to making recommendations and policy suggestions regarding online learning that that's a grey area. Phil's earlier suggestion of an umbrella IRB would cover all of the various HWC Assessment Committee endeavors.

The Committee will re-visit this issue.

### **Final draft of the charge**

Carrie incorporated all the suggested edits to the new charge and it is now posted on the Web site.

### **Assessment Advisory Council pilot**

Carrie brought up her idea for the Assessment Committee Advisory Council and the Committee



offered some feedback. Carrie had been planning on discussing it with Armen in her meeting with him on Thursday the 16th. However, she decided to hold off. Carrie is interested in a way to facilitate the Committee in working with as many potential partners as possible including for instance the various deans, student advisors, and CAST. It is often hard for people to fit their schedules into our meeting time and therefore she had thought it might be an idea to have a small council that would be more flexible in when they, on behalf of the Committee, could work with these partners. However, somebody pointed out that even if some of these people could attend only one meeting of the Committee, that effectively would be as good as having a council that would meet once a semester with the same potential partner. Another Committee member suggested just reaching out ad hoc outside of any formal arrangement of a council. Another suggested that if we were to decide to form a council that we might call it an advocacy council rather than an advisory council. The essential goal or purpose that Carrie has in mind with this endeavor is both to inform others and to get feedback from them.

### **Faculty Development Week follow-up**

(In last week's minutes, from 3.08, we discussed idea for an assessment focus with faculty to be scheduled either during FDW or registration week leading into fall. If I'm not mistaken, we skipped over this agenda item in which we were going to follow up on that discussion.)

### **Assessment Times**

Amy says she did some brainstorming about her Assessment Times piece. She suggests it might be an idea for us to incorporate into our pieces a little bit about how we became interested in the work that we're doing in the first place. Why is it meaningful? What is the human connection? Carrie suggested that Todd write about the talk he gave earlier this year at the assessment fair.

### **Web site updates**

John showed that the Assessment Committee Web page has a new photo on the main page, approved of course by all four members in the photo. He suggested that we might want to submit our own photos and some professional information (i.e. what we're working on) for our members page. Carrie said we will be taking a group photo at some point in the future. John also suggested that we ask the Web services team at District to put together a PDF document search of the HWC Assessment Committee documents on the Web site. Also, we got some Web site traffic data for the HWC Assessment pages which may be shared with the Committee at a later date.

**Adjournment and Approval of These Minutes:** The meeting adjourned at 4pm. These minutes were approved by Jen and seconded by Yev.



## Assessment Committee

Harold Washington College

### Executive Officers

Carrie Nepstad (Chair)

Jeffrey Swigart (Vice Chair of Gen Ed), Erica McCormack (Vice Chair of Unit Assessment),  
Jen Asimow (Online Learning), Jen Asimow (Program Assessment),  
Sarah Kakumanu (Research Analyst), Phillip Vargas (Research Analyst), John Kieraldo (Secretary)  
Science Liaison)



### Minutes for 03/22/2017 (Approved)

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

<p><b>Members Attending:</b></p> <ul style="list-style-type: none"><li>• Jen Asimow – Social &amp; Applied Sciences</li><li>• Cindy Cerrentano -- Office of Instruction</li><li>• Todd Heldt -- Library</li><li>• Sarah Kakumanu - Math</li><li>• John Kieraldo – Library</li><li>• Yev Lapik -- Biology</li><li>• Erica McCormack – Humanities and Music</li><li>• Fernando Miranda-Mendoza - Math</li><li>• Willard Moody -- English</li><li>• Carrie Nepstad -- Social &amp; Applied Sciences</li><li>• David Richardson – Humanities</li><li>• Amy Rosenquist – English</li><li>• Camelia Salajejan – Math</li><li>• Bara Sarraj - Biology</li><li>• Bral Spight - Business</li><li>• Jeff Swigart - Math</li><li>• Loretta Visomirskis – English</li><li>• Jacquelyn Werner - Academic Support Services</li><li>• Matthew Williams -- WL ELL</li><li>• Allan Wilson -- Physical Science</li></ul> <p><b>Honored Guest:</b></p> <ul style="list-style-type: none"><li>• Violeta Toma - Math</li></ul> <p><b>Apologies from:</b></p> <ul style="list-style-type: none"><li>• Paul Wandless - Art &amp; Architecture</li><li>• Nick Ceh - Social &amp; Applied Sciences</li><li>• Phil Vargas - Physical Science</li><li>• Ray Tse - Physical Science</li></ul>	<p><b>Agenda:</b></p> <ol style="list-style-type: none"><li>1. Apologies for absence</li><li>2. Review of the minutes</li><li>3. Online Learning Presentation - Jen</li><li>4. Administration updates</li><li>5. Discussion</li></ol>
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### Intro:

Carrie called the meeting to order at 3:05pm.

### Apologies for absence:

Ray Tse, Phil Vargas, Paul Wandless and Nick Ceh sent apologies for their absence.

### **Approval of minutes from Minutes from 3.15**

Jen motioned to approve the minutes from March 15th, and Yev seconded that motion.

### **Jen's presentation**

Jen showed a PowerPoint presentation entitled *Results of the Survey of Student Perceptions of Learning in Online Courses*. This is an indirect measure because it involves students' perceptions of their learning experiences. This presentation is based on initial findings. It is based on student perceptions of their online learning experience relative to learning that they experienced in face-to-face classes.

There were 515 people who submitted the survey out of which 443 were submitted by students enrolled in at least one online class. 436 of those were completed. There were many reasons that students reported being the reason they enrolled in an online class including scheduling challenges, illness, pregnancy and military obligations. The instrument consisted of 14 closed-ended Likert-style questions and 10 open-ended follow-up questions. Approximately 57% of respondents rated their online learning experience to be about the same to their face-to-face learning experience which Jen says puts Online Learning at City Colleges slightly above the curve nationally.

There were four categories of recommendations: Design recommendations (having to do with the design and other technical considerations), interactive recommendations (having to do with how instructors relate socially or interpersonally with their students), administrative recommendations (things for administrators to consider), and student recommendations (considerations for students before they choose to enroll). Jen is presenting this to the newly formed Online Learning Advisory Council on Friday.

### **Admin updates**

Carrie has had two discussions with Armen on budget matters. We don't know what is going to happen with the budget for next year. Armen has asked Carrie to plan potentially for a decrease in funding for assessment. Release time, stipends, liaison roles, data analysis, and officer roles, all could be affected. There was some discussion what that would be like. Some expressed concern for morale. Also, fifteen years ago there was less available for release time and other compensation.

**Adjournment and Approval of These Minutes:** The meeting adjourned at 4:01pm. These minutes were approved by Cindy and seconded by Amy.



# Assessment Committee

Harold Washington College



## Executive Officers

Carrie Nepstad (Chair)

Jeffrey Swigart (Vice Chair of Gen Ed), Erica McCormack (Vice Chair of Unit Assessment),  
Jen Asimow (Online Learning), Jen Asimow (Program Assessment),  
Sarah Kakumanu (Research Analyst), Phillip Vargas (Research Analyst), John Kieraldo (Secretary)  
Science Liaison)

## Minutes for 03/29/2017 (Approved)

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

<p><b>Members Attending:</b></p> <ul style="list-style-type: none"> <li>• Jen Asimow – Social &amp; Applied Sciences</li> <li>• Nick Ceh – Social &amp; Applied Sciences</li> <li>• Cindy Cerrentano -- Office of Instruction</li> <li>• Todd Heldt -- Library</li> <li>• Sarah Kakumanu - Math</li> <li>• John Kieraldo – Library</li> <li>• Yev Lapik -- Biology</li> <li>• Erica McCormack – Humanities and Music</li> <li>• Fernando Miranda-Mendoza - Math</li> <li>• Willard Moody -- English</li> <li>• Carrie Nepstad -- Social &amp; Applied Sciences</li> <li>• David Richardson – Humanities</li> <li>• Amy Rosenquist – English</li> <li>• Camelia Salajejan – Math</li> <li>• Bara Sarraj - Biology</li> <li>• Bral Spight - Business</li> <li>• Jeff Swigart - Math</li> <li>• Ray Tse - Physical Science</li> <li>• Loretta Visomirskis – English</li> <li>• Phil Vargas – Physical Science</li> <li>• Paul Wandless - Art &amp; Architecture</li> <li>• Jacquelyn Werner - Academic Support Services</li> <li>• Matthew Williams -- WL ELL</li> <li>• Allan Wilson -- Physical Science</li> </ul> <p><b>Honored Guest:</b></p> <ul style="list-style-type: none"> <li>•</li> </ul> <p><b>Apologies from:</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>	<p><b>Agenda:</b></p> <ol style="list-style-type: none"> <li>1. Apologies for absence</li> <li>2. Approval of minutes from 3/22</li> <li>3. Online learning presentation follow-up</li> <li>4. Program assessment updates</li> <li>5. Assessment Times draft deadline and using a shared Google Doc</li> </ol>
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## Intro:

Carrie called the meeting to order at 3:04pm.

## Apologies for absence:

None.

## **Approval of minutes from Minutes from 3.22**

Cindy Cerrentano motioned to approve the minutes from March 22nd, and Amy Rosenquist seconded that motion.

## **Online learning presentation follow-up**

Jen presented her PowerPoint presentation entitled *Results of the Survey of Student Perceptions of Learning in Online Courses* to the Online Advisory Council. Jen mentioned that she received some helpful feedback from Cindy. Jens's presentation was received very well by the Advisory Council. The audience was mainly faculty and administrators from across the District. The next steps are to meet with the designers on 11th floor, and also with the adjunct coordinators. After an additional literature review the work will be ready to go into final report.

## **Program assessment updates**

Paul provided an update on program-level assessment. He spoke with representatives from both digital media and theater to find out what they had in place. He also talked with Matt Shevitz from music. Paul said that so much unit-level assessment is being done in music, that at the end of the semester he will look at all of this and see if it can constitute a basis for program-level assessment. For now, his work is mostly about finding out what's going on, and then determine how to capture all the activities and data in a useful manner. In some instances people are learning that they are doing program-level assessment, just not calling it that.

## **Assessment Times draft deadline and document as shared Google Doc**

The Committee agreed to use a shared Google Doc to submit our individual articles for the newsletter. John introduced the idea and Jeff elaborated on the concept and process. Jeff asked each member of the Committee to share with him their Google account (Gmail) address so that he could add everybody to collaborate on the document, which Jeff put into place. John will work from this document to produce the newsletter ultimately in PDF format.

## **Annual Report as shared Google Doc**

We agreed to use the same platform, a shared Google Docs, for the annual report. Carrie would like all contributors to add their sections to the final report directly to the Google Docs document.

## **Discussion**

Before the next meeting Carrie will send an e-mail about officer positions for next academic year. The analysts plan on maintaining a level of six contact hours of release time but spread that out among three analysts instead of just two. There was no word yet about how potential budget cuts would affect release time or stipends for the officers or the liaisons.

Humanities reporting is in its third reading, and quantitative reasoning is in the planning stage.

**Adjournment and Approval of These Minutes:** The meeting adjourned at 3:55pm. These minutes were approved by Loretta and seconded by Ray.



# Assessment Committee

Harold Washington College



## Executive Officers

Carrie Nepstad (Chair)

Jeffrey Swigart (Vice Chair of Gen Ed), Erica McCormack (Vice Chair of Unit Assessment),  
Jen Asimow (Online Learning), Jen Asimow (Program Assessment),  
Sarah Kakumanu (Research Analyst), Phillip Vargas (Research Analyst), John Kieraldo (Secretary)  
Science Liaison)

## Minutes for 04/05/2017 (Approved)

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

<p><b>Members Attending:</b></p> <ul style="list-style-type: none"> <li>• Jen Asimow – Social &amp; Applied Sciences</li> <li>• Nick Ceh – Social &amp; Applied Sciences</li> <li>• Todd Heldt -- Library</li> <li>• Sarah Kakumanu - Math</li> <li>• John Kieraldo – Library</li> <li>• Yev Lapik -- Biology</li> <li>• Erica McCormack – Humanities and Music</li> <li>• Fernando Miranda-Mendoza - Math</li> <li>• Willard Moody -- English</li> <li>• David Richardson – Humanities</li> <li>• Amy Rosenquist – English</li> <li>• Camelia Salajejan – Math</li> <li>• Bara Sarraj - Biology</li> <li>• Bral Spight - Business</li> <li>• Jeff Swigart - Math</li> <li>• Ray Tse - Physical Science</li> <li>• Loretta Visomirskis – English</li> <li>• Phil Vargas – Physical Science</li> <li>• Paul Wandless - Art &amp; Architecture</li> <li>• Jacquelyn Werner - Academic Support Services</li> <li>• Matthew Williams -- WL ELL</li> <li>• Allan Wilson -- Physical Science</li> </ul> <p><b>Honored Guest:</b></p> <ul style="list-style-type: none"> <li>•</li> </ul> <p><b>Apologies from:</b></p> <ul style="list-style-type: none"> <li>• Cindy Cerrentano -- Office of Instruction</li> <li>• Carrie Nepstad - Social &amp; Applied Sciences</li> </ul>	<p><b>Agenda:</b></p> <ol style="list-style-type: none"> <li>1. Apologies for absence</li> <li>2. Review of the minutes</li> <li>3. Updates from Administration (see report from Carrie)</li> <li>4. Updates from FC4 - Phil</li> <li>5. Updates from Student Affairs Assessment (see report from Carrie)</li> <li>6. Assessment Times drafts and editing</li> <li>7. Review of Online Learning Report</li> <li>8. Review of template for 2016-2017 Annual report on Google Docs - what do we need to add?</li> </ol>
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## Intro:

Carrie called the meeting to order at 3:03pm.

## Apologies for absence:

Cindy Cerrentano, Carrie Nepstad, Bara Sarraj, Sarah Kakumanu.

## Approval of minutes from Minutes from 3.29

Loretta motioned to approve and this motion was seconded by Ray.

### **Updates from Administration: Report from Carrie**

- I met with Vincent last week and provided AC updates. We spent some time discussing the presentation on Online learning that Jen had done the previous week. There was no further news on the budget. Phil joined the meeting to provide an update about the FC4 student survey, particularly questions regarding SLOs.
- I am working on completing the Special Assignment forms for all Assessment Committee officers and plan to have them sent out to all of you before we leave for Spring Break. The Chairs have been notified.

### **Updates from FC4 - Phil**

Jennifer Alexandersent an e-mail out on Monday about a student survey. It was designed to empower students to let their voices be heard. Phil looked at our (HWC) gen ed student learning outcomes for this survey. (Process of how survey came about is a long story.) For extra credit for students, screen captures or phone picture, and turn in to the instructor.

### **Updates from Student Affairs Assessment from Carrie**

I met with Allan to discuss our assessment contributions to the evidence collection for HLC. I am focusing right now on co-curricular assessment. In an effort to educate myself further on the subject I've been reading a good resource (see below). In addition, I am currently enrolled in an online course called, "Apply & Lead Assessment in Student Affairs". It's an 8-week MOOC offered out of Colorado State University and co-sponsored by the Student Affairs Assessment Leaders (SAAL) group. Several HWC folks will be taking the course with me including Jackie, Asif, Vincent, Cindy, and Margie. As it turns out, one of the instructors is a former student of Margie's. I think taking this course will really help me to learn more about Student Affairs Assessment and to think about how our assessment efforts at HWC can support and align with co-curricular assessment efforts at the college. I'm very excited!

### **Assessment Times drafts and editing**

Jeff says that one can remove documents from Shared with me without having to worry about deleting somebody's original. Erica has edited most of the documents in the shared doc so far, and is working with the liaisons on their drafts. Erica asked for contributions for titles. Final draft deadline is coming up Wednesday after spring break, the 19th.

### **Review of Online Learning Report**

Jen is getting a lot of requests for the online learning report. As it's still in draft form, Jen has not yet made it available in electronic form for sharing with various people who would like to see a copy. Jen suggests having a working session so that we could break up into small groups to edit the report. Jen's next date for speaking about this is scheduled to be May 5th.

### **Review of template for 2016-2017 Annual report on Google Docs - what do we need to add?**



Erica e-mailed a template for the liaisons to use for submitting their liaison reports which will be part of the Annual Report.

### **Other Business**

Draft of the 2014 information literacy report is almost ready. A draft of natural sciences from 2015 also should be ready soon. Humanities of 2016 will come next.

See Carrie's e-mail about officers. Committee had a vote of affirmation / acclimation... Jen motioned, Loretta seconded. With acclimation.

**Adjournment and Approval of These Minutes:** The meeting adjourned at 3:35pm. These minutes were approved by Jen and seconded by Amy.



# Assessment Committee

Harold Washington College



## Executive Officers

Carrie Nepstad (Chair)

Jeffrey Swigart (Vice Chair of Gen Ed), Erica McCormack (Vice Chair of Unit Assessment),  
Jen Asimow (Online Learning), Jen Asimow (Program Assessment),  
Sarah Kakumanu (Research Analyst), Phillip Vargas (Research Analyst), John Kieraldo (Secretary)  
Science Liaison)

## Minutes for 04/19/2017 (Approved)

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

<p><b>Members Attending:</b></p> <ul style="list-style-type: none"> <li>• Jen Asimow – Social &amp; Applied Sciences</li> <li>• Nick Ceh – Social &amp; Applied Sciences</li> <li>• Todd Heldt -- Library</li> <li>• Sarah Kakumanu - Math</li> <li>• John Kieraldo – Library</li> <li>• Yev Lapik -- Biology</li> <li>• Erica McCormack – Humanities and Music</li> <li>• Fernando Miranda-Mendoza - Math</li> <li>• Willard Moody -- English</li> <li>• Carrie Nepstad - Social &amp; Applied Sciences</li> <li>• David Richardson – Humanities</li> <li>• Amy Rosenquist – English</li> <li>• Camelia Salajejan – Math</li> <li>• Bara Sarraj - Biology</li> <li>• Jeff Swigart - Math</li> <li>• Ray Tse - Physical Science</li> <li>• Loretta Visomirskis – English</li> <li>• Matthew Williams -- WL ELL</li> <li>• Allan Wilson -- Physical Science</li> </ul> <p><b>Honored Guest:</b></p> <ul style="list-style-type: none"> <li>•</li> </ul> <p><b>Apologies from:</b></p> <ul style="list-style-type: none"> <li>• Jacquelyn Werner -- Academic Support Services</li> <li>• Paul Wandless -- Art &amp; Architecture</li> <li>• Phil Vargas -- Physical Science</li> <li>• Cindy Cerrentano -- Office of Instruction</li> <li>• Bral Spight -- Business</li> </ul>	<p><b>Agenda:</b></p> <ol style="list-style-type: none"> <li>1. Apologies for absence</li> <li>2. Review of the minutes</li> <li>3. Speed editing of online learning report</li> <li>4. Assessment Times updates</li> <li>5. General Education updates: Information Literacy, Quantitative Reasoning</li> </ol>
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## Intro:

Carrie called the meeting to order at 3:01pm.

## Apologies for absence:

Jacquelyn Werner, Paul Wandless, Phil Vargas, Cindy Cerrentano, and Bral Spight.

### **Approval of minutes from Minutes from 4/05**

Jen Asimow motioned to approve, Amy seconded.

### **Editing of online learning report**

Jen provided Committee members with an individual section of the report for them to help with editing on questions of diction and punctuation.

### **Assessment Times updates**

Several members gave positive feedback on their experience in submitting their articles for the newsletter in the new format. We discussed questions about notifications, editing, and commenting (i.e. suggesting edits). Most of the pieces are in with only a few remaining to be incorporated into the shared document. John will have a draft ready for the 4/26 meeting which will be our second to last meeting of the semester.

### **General Education updates: Information Literacy, Quantitative Reasoning**

Jeff reviewed the status of general education reports including the 2014 Information Literacy report which is almost finished. John and Todd will assist with final touches. Carrie also has material to add to the Information Literacy report. Recommendations and the executive summary are sections that need an additional look.

### **Proposed Quantitative Reasoning tool**

Jeff had the Committee take the 2017 Quantitative Reasoning tool in its current form. It starts with five attitudinal questions followed by ten the skills questions. Most people seemed to get the first two questions right. Questions after that were received generally as slightly more challenging.

**Adjournment and Approval of These Minutes:** The meeting adjourned at \_pm. These minutes were approved by Cindy and seconded by Jen.



# Assessment Committee

Harold Washington College



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Jen Asimow (Online Learning), Jen Asimow (Program Assessment),  
Sarah Kakumanu (Research Analyst), Phillip Vargas (Research Analyst), John Kieraldo (Secretary)  
Science Liaison)

## Minutes for 04/26/2017 (Approved)

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

<p><b>Members Attending:</b></p> <ul style="list-style-type: none"> <li>• Jen Asimow – Social &amp; Applied Sciences</li> <li>• Cindy Cerrentano - Office of Instruction</li> <li>• Todd Heldt -- Library</li> <li>• Sarah Kakumanu - Math</li> <li>• John Kieraldo – Library</li> <li>• Yev Lapik -- Biology</li> <li>• Erica McCormack – Humanities and Music</li> <li>• Fernando Miranda-Mendoza - Math</li> <li>• Carrie Nepstad - Social &amp; Applied Sciences</li> <li>• David Richardson – Humanities</li> <li>• Amy Rosenquist – English</li> <li>• Camelia Salajejan – Math</li> <li>• Jeff Swigart - Math</li> <li>• Ray Tse - Physical Science</li> <li>• Phil Vargas - Physical Science</li> <li>• Paul Wandless - Art &amp; Architecture</li> <li>• Jacquelyn Werner -- Academic Support Services</li> <li>• Matthew Williams -- WL ELL</li> <li>• Allan Wilson -- Physical Science</li> </ul> <p><b>Honored Guest:</b></p> <ul style="list-style-type: none"> <li>•</li> </ul> <p><b>Apologies from:</b></p> <ul style="list-style-type: none"> <li>• Nick Ceh – Social &amp; Applied Sciences</li> <li>• Loretta Visomirskis – English</li> <li>• Willard Moody -- English</li> <li>• Bral Spight -- Business</li> <li>• Bara Sarraj -- Biology</li> </ul>	<p><b>Agenda:</b></p> <ol style="list-style-type: none"> <li>1. Apologies for absence</li> <li>2. Review of the minutes</li> <li>3. Quantitative Reasoning</li> <li>4. Vote on any final reports</li> <li>5. Assessment Times</li> <li>6. Preparation for talk at Black Hawk College</li> </ol>
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## Intro:

Carrie called the meeting to order at 3:04pm.

## Apologies for absence:

Bral, Nick, Bara, and Loretta.

## **Approval of minutes from Minutes from 4/19**

Jen motioned to approve, Ray seconded.

## **Quantitative Reasoning**

Jeff presided over some live editing and further discussion of the Quantitative Reasoning Report. We discussed two of the widely accepted ways to calculate unemployment and where to put those definitions, or explanations, in relation to the question. Some preferred it to be positioned at the outset of the question while others thought it should go at the end, after the equation. There were some suggestions, such as highlighting parts of a question inside of a box, that might be tricky to pull off in Google Forms. Cindy suggested that APA guidelines seem to suggest that the definitions should go toward the end. We also discussed the learning outcomes for quantitative reasoning and Carrie reminded us that as a rule SLOs should not be modified in order to fit the any assessment, rather the SLOs should be measured by way of the assessment.

## **Vote on any final reports**

The Online Versus Face-to-Face Report is almost ready to be published. After it has been approved by the Committee and published on the Committee Web site, Jen can share it electronically with various parties that have expressed interest in it. Jen would like to share it with the AOCs next week. Erica motioned to approve the report pending some final edits and Allan seconded that motion.

## **Assessment Times**

The Assessment Times is almost ready. It is fifteen pages and John added subheadings for presentation purposes. Carrie plans to bring several draft copies with her to her assessment-related visit to Black Hawk College in Moline (IL) tomorrow. Committee members have the weekend to review the newsletter and suggest changes by mid-day on Monday the first of May. After that it will be published on the Web site and Carrie will send an e-mail announcement about this.

Carrie shared a copy of one of the Committee's newsletters from 2004, which at that time were shorter but published monthly.

## **Preparation for talk at Black Hawk College**

Carrie Nepstad, Jen Asimow and Kristin Bivens will visit Black Hawk College in Moline, Illinois, for a two-day assessment-related seminar and visit on Thursday and Friday, the 27th and 28th of April.

**Adjournment and Approval of These Minutes:** The meeting adjourned at \_\_pm. These minutes were approved by Jen and seconded by Ray.



## Assessment Committee

Harold Washington College

### Executive Officers

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Jen Asimow (Online Learning), Jen Asimow (Program Assessment),  
Sarah Kakumanu (Research Analyst), Phillip Vargas (Research Analyst), John Kieraldo (Secretary)  
Science Liaison)



### Minutes for 05/03/2017 (Approved)

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

<p><b>Members Attending:</b></p> <ul style="list-style-type: none"><li>• Jen Asimow – Social &amp; Applied Sciences</li><li>• Cindy Cerrentano - Office of Instruction</li><li>• Todd Heldt -- Library</li><li>• Sarah Kakumanu - Math</li><li>• John Kieraldo – Library</li><li>• Yev Lapik -- Biology</li><li>• Erica McCormack – Humanities and Music</li><li>• Fernando Miranda-Mendoza - Math</li><li>• Carrie Nepstad - Social &amp; Applied Sciences</li><li>• David Richardson – Humanities</li><li>• Amy Rosenquist – English</li><li>• Camelia Salajeau – Math</li><li>• Jeff Swigart - Math</li><li>• Ray Tse - Physical Science</li><li>• Phil Vargas - Physical Science</li><li>• Paul Wandless - Art &amp; Architecture</li><li>• Jacquelyn Werner -- Academic Support Services</li><li>• Matthew Williams -- WL ELL</li><li>• Allan Wilson -- Physical Science</li></ul> <p><b>Honored Guest:</b></p> <ul style="list-style-type: none"><li>•</li></ul> <p><b>Apologies from:</b></p> <ul style="list-style-type: none"><li>• Nick Ceh – Social &amp; Applied Sciences</li><li>• Loretta Visomirskis – English</li><li>• Willard Moody -- English</li><li>• Bral Spight -- Business</li><li>• Bara Sarraj -- Biology</li></ul>	<p><b>Agenda:</b></p> <ol style="list-style-type: none"><li>1. Apologies for absence</li><li>2. Review of the minutes</li><li>3. Group photo</li></ol>
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### Intro:

Carrie called the meeting to order at 3:01pm.

### Apologies for absence:

Cindy

## **Approval of minutes from Minutes from 4/26**

Jen motioned to approve, Ray seconded.

## **Announcement**

Erica's baby was born!

Newsletter has been posted on the Web site.

## **Reports pending**

Executive committee to approve pending reports between the last meeting of the Committee in spring and the first Committee meeting in the fall. Bral moves to give exec committee authority to approve outstanding reports. Amy seconded.

## **Group photo**

Everybody present assembled for a group photo taken by a passerby.

## **Updates**

Humanities grading: We're in round two of grading. Phil did an analysis on the first round of grading to see which essays needed a second round. We are ahead of schedule.

Special assignment. Carrie to send Fernando's, Matthew's, Sarah's, and Paul's unit-level special assignment form. Also, on Carrie's list to check with Armen about release time for registration.

Quantitative reasoning. Jeff is finishing up the information literacy report potentially with some input from John and Todd. Quantitative reasoning will be a summer pilot. Jen motion to approve the pilot for the summer as it stands after additional editing between now and the end of the semester. Phil seconded. Several members of the Committee offered to run it in their classes. Lengthy discussion ensued.

## **Black Hawk College Assessment Two-Day Consultation**

Jen, Kristin and Carrie met with faculty and administrators last week at Black Hawk College. Many of the meetings were simulcast across Black Hawk College's two campuses. Jen, Kristin and Carrie felt well-prepared but had some trepidatious feelings around the issue of whether assessment might be a contentious issue on their campus. Jen talked some about our early experiences on assessment. Both faculty and administrators have to be protective of the process. Nobody receives release time or stipends. Jen says it was a pleasure to talk with them about assessment at HWC. Carrie shared the spring Assessment Times newsletter with them, also our planning calendar. At present they find themselves roughly where we were in 2002. They meet once per month, without snacks.

**Adjournment and Approval of These Minutes:** The meeting adjourned at 4pm. These minutes were approved

by Phil and seconded by Jeff.