



# 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), Fernando Miranda-Mendoza (Research Analyst), Yev Lapik (Secretary)



## Minutes for 09-05-2018

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

|   |  |
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| <p><b>Members Attending:</b></p> <p><i>Jennifer Asimow - Social &amp; Applied Sciences</i><br/> <i>Aigerim Bizhanova - Biology</i><br/> <i>Domenico Ferri - Social &amp; Applied Sciences</i><br/> <i>Todd Heldt - Library</i><br/> <i>Yev Lapik - Biology</i><br/> <i>Erica McCormack - Humanities and Music</i><br/> <i>Fernando Miranda-Mendoza - Math</i><br/> <i>Carrie Nepstad - Social &amp; Applied Sciences</i><br/> <i>Allison Place - SAS/ Erikson Institute</i><br/> <i>David Richardson – Humanities and Music</i><br/> <i>Amy Rosenquist - English</i><br/> <i>Camelia Salajejan - Math</i><br/> <i>Bral Spight - Business</i><br/> <i>Jeffrey Swigart - Math</i><br/> <i>Jennifer Vogel - Advising</i><br/> <i>Paul Wandless - Art and Architecture</i><br/> <i>Matthew Williams - ELL and WL</i></p> <p><b>Apologies:</b></p> | <p><b>Agenda</b></p> <ul style="list-style-type: none"> <li>● <b>Review of the minutes</b></li> <li>● <b>Welcome</b></li> <li>● <b>Transitions</b></li> <li>● <b>Reflection on FDW and plans for changing the showcase</b></li> <li>● <b>Calendar with snacks!</b></li> <li>● <b>Updates from summer work: Humanities report, Civic Engagement pilot</b></li> <li>● <b>Goals for the year: Online learning, Co-curricular assessment, unit assessment, general education and Civic Engagement</b></li> <li>● <b>Prep for HLC - what do we need?</b></li> </ul> |
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- **Intro:** Carrie called the meeting to order 03:04pm
- **Review of minutes:** 05-02-2018 meeting minutes were approved.
- **Welcome:** Carrie welcomed HWCAC members to the new semester.
- **Transitions:**
  - Two of the members, Viggly Alexandersson and Juan Martinez, moved onto other job opportunities.
  - Jen introduced her intern, Allison Place (*Erikson Institute*). Last semester intern and HWCAC member, *Chawntay King*, started teaching for CCC.
  - Carrie will not continue as the HWCAC Chair in the Spring 2019 and nominated Jeffrey Swigart to the position. We will need another person to take over Gen Ed assessment (Vice-Chair).
  - Fernando takes the role of research analyst (for both RA positions).
- **Calendar with snacks:** have been distributed for members to sign up.

- **Updates from summer work:**
  - Humanities report** (Dave) - Almost completed. Interesting positive correlations between student art appreciation attitudes and courses taken at HWC.
  - Civic Engagement pilot** - took place in summer; collected data from over 50 students. After AC execs reviewed the survey last week, Q5 and 7 underwent some editing, Q11 was significantly changed and simplified. Jeff distributed paper copies to the HWCAC members to review at home and bring to the next meeting with editing suggestions and/or corrections. Members discussed whether to include a CE definition at the top of the survey.
- **Reflection on FDW and plans for changing the showcase:**
  - FDW had a poor faculty attendance and there were very few faculty present at the AC department liaisons presentations.
  - Alternative forms of presentations were discussed: podcasts, demonstrations, narrated presentations, posters, etc. It was decided that, individual liaisons can choose the form(s) of presentation, conducive to the departmental forms of communication. Stipulations: inform the HWCAC committee when the presentation is ready and produce an artifact reflective of presentation for archiving purposes.
  - It is important to develop a regular tradition of informing administration about AC work, including pre-scheduled presentations.
- **Goals for the year:**
  - Online learning** (Jen) - is planning to investigate the roots of a small but statistically significant surplus of positive attitudes about learning online in foreign language classes. Also, Jen is exploring assessment capabilities of Brightspace
  - Co-curricular assessment** - As the position of Program-level liaison has been transformed into Co-curricular liaison, Jeff will spearhead data collection on what's been already/ currently done with respect of co-curricular assessment.
  - Unit assessment** - Carrie informed that CD program pilots a district-wide CD assessment using the same assignment with the same rubric.
  - General education (Civic Engagement)** - assessment tool will be finalized within the next 1-2 weeks and ready to be administered.
- **Prep for HLC - what do we need?** Will be discussed at the next meeting.

**Adjournment and Approval of These Minutes:** The meeting adjourned at 4:00 pm.

These minutes were approved by Erika and seconded by Jen.



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Jen Asimow (Online Learning), Fernando Miranda-Mendoza (Research Analyst),  
Yev Lapik (Secretary)

## Minutes for 09-12-2018

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

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| <p><b>Members Attending:</b></p> <p><i>Jennifer Asimow - Social &amp; Applied Sciences</i><br/> <i>Aigerim Bizhanova - Biology</i><br/> <i>Domenico Ferri - Social &amp; Applied Sciences</i><br/> <i>Yev Lapik - Biology</i><br/> <i>Erica McCormack - Humanities and Music</i><br/> <i>Fernando Miranda-Mendoza - Math</i><br/> <i>Carrie Nepstad - Social &amp; Applied Sciences</i><br/> <i>Allison Place - SAS/ Erikson Institute</i><br/> <i>Amy Rosenquist - English</i><br/> <i>Camelia Salajejan - Math</i><br/> <i>Jeffrey Swigart - Math</i><br/> <i>Jennifer Vogel - Advising</i><br/> <i>Paul Wandless - Art and Architecture</i><br/> <i>Matthew Williams - ELL and WL</i></p> <p><b>Apologies:</b></p> | <p><b>Agenda</b></p> <ul style="list-style-type: none"> <li>● <b>Future meeting agenda</b></li> <li>● <b>Updates from the 09-11-18 Shared Governance meeting</b></li> <li>● <b>HLC prep</b></li> <li>● <b>Review of the minutes</b></li> </ul> |
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- **Intro:** Carrie called the meeting to order 03:02pm
- **Meeting agenda for the next two weeks:** the next three meetings (including today's) will be devoted to the HLC prep. At the third meeting (September 26th), Mike Heathfield and Armen Sarrafian will be present.
- **Updates from the 09-11-18 Shared Governance (SG) meeting:** HWC FC president has developed a new process that involves closer interactions among various HWC committees. Committee chairs are now invited to inform the FC president about their activities and happenings as well as to present brief updates during HWC SG meetings. Carrie has presented at the latest SG meeting.
- **HLC prep**
  - **AC meeting with HLC reviewers is scheduled for Monday October 1st from 3:30 to 4:15 pm** (room TBA).

- Jeffrey has extracted the AC-pertaining information from the ***HLC assurance argument document*** and emailed to the HWCAC for closer reading.
    - The links to reference files are not clickable (they are not clickable in the complete document sent by Armen either...) - Jen will follow up to get us the links.
    - By the next AC meeting, the members will read and annotate the AC-related excerpt to discuss during the 09-19-18 meeting.
  - By the next AC meeting, Yev will provide HLC mock session notes taken by Jackie Werner in Spring 2018
  - Carrie will provide 10 most likely questions that AC members can expect.
  - Carrie will look into how to get the Spring 2018 AT file attached to the HWC weekly announcements (for faculty information).
  - HWCAC members should try to prepare the members of their department for the AC-related questions
  - AC-related topics are likely to come up at multiple HLC sessions- we need to ensure that all sessions are well-attended by the HWCAC members.
  - Unit liaisons should be prepared to provide a brief (about 1 min) but specific description of their current work and explain how it further reinforces the information already provided in the ***HLC assurance argument document***.
- **Review of minutes:** 09-05-2018 meeting minutes were approved (pending suggested edits).

**Adjournment and Approval of These Minutes:** The meeting adjourned at 4:00 pm.

These minutes were approved by Amy and seconded by Jen



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Jen Asimow (Online Learning), Fernando Miranda-Mendoza (Research Analyst),  
Yev Lapik (Secretary)

## Minutes for 09-19-2018

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

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| <p><b>Members Attending:</b></p> <p><i>Jennifer Asimow - Social &amp; Applied Sciences</i><br/> <i>Aigerim Bizhanova - Biology</i><br/> <i>Domenico Ferri - Social &amp; Applied Sciences</i><br/> <i>Todd Heldt - Library</i><br/> <i>Yev Lapik - Biology</i><br/> <i>Erica McCormack - Humanities and Music</i><br/> <i>Fernando Miranda-Mendoza - Math</i><br/> <i>Carrie Nepstad - Social &amp; Applied Sciences</i><br/> <i>Alison Place - SAS/ Erikson Institute</i><br/> <i>David Richardson – Humanities and Music</i><br/> <i>Amy Rosenquist - English</i><br/> <i>Camelia Salajejan - Math</i><br/> <i>Bral Spight - Business</i><br/> <i>Jeffrey Swigart - Math</i><br/> <i>Loretta Visomirskis – English</i><br/> <i>Jennifer Vogel - Advising</i><br/> <i>Paul Wandless - Art and Architecture</i><br/> <i>Matthew Williams - ELL and WL</i></p> <p><b>Apologies:</b></p> | <p><b>Agenda</b></p> <ul style="list-style-type: none"> <li>● HLC prep</li> <li>● Review of the minutes</li> </ul> |
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- **Intro:** Carrie called the meeting to order 03:03pm
- **HLC prep:** Carrie was asking assessment-related questions that can be expected at the HLC session and the committee members discussed the answers.

**Q: What are we doing at the AC?**

**A:** Assessing student learning. Historically, we focused on Gen Ed SLOs and, since the last HLC visit, expanded broader and deeper into assessment units smaller than Gen Ed (unit assessments within individual departments), online assessment and co-curricular assessment.

**Q: What is “assessment unit”? How do you define it?**

**A:** We define “assessment unit” as any unit of study beyond a single section of a course. In our largest assessment unit we assess General Education outcomes, in smaller units we assess outcomes of a series of courses or multiple sections of the same course.

**Q: How do you decide what to assess in these smaller units?**

**A:** AC departmental liaison in consultation with department chair and faculty make that decision, thus, the units of assessment focus vary from department to department (it can be a series of courses or multiple sections of the same course).

**Q: Tell us about your program-level assessment.**

**A:** At HWC we define a program as any unit of study that ends with a certificate or a degree. Program-level assessment is a new direction for us that will need a lot of planning and work and, as we currently envision, it will be developed by program coordinators with support from corresponding AC unit-level liaisons.

**Q: Tell us about your assessment tools and how you create them.**

**A:** In the past, AC tried to use “pre-made” assessment tools and while the quality of questions was good, they were not adapted to the unique nature of our institution (two-year college, urban environment, huge diversity of student body, large number of non-traditional students, etc.). As a result, we developed a more “organic” approach of developing our own tools. The process starts with HWC subject matter experts deciding which Gen Ed SLO(s) to focus on and surveying what students are already doing. For example, for the latest Oral Communication assessment it was decided to assess student learning in courses that already have oral presentations as part of their curriculum and just use a common rubric. For many Gen Ed assessments questions are designed “from scratch,” while for some, they can include a combination of self-designed and pre-existent questions (the latest NatSci assessment). All new assessment tools undergo close examination by the general committee before they are piloted to students. Further edits are introduced after the pilot.

**Q: How do you approach assessment in your online courses?**

**A:** HWC considers “on-line” to be just a different mode of course delivery. HWC courses, regardless of whether they are delivered face-to-face, online or in a hybrid format, all have the same SLOs. Distance-learning students have been included in our Gen Ed assessment efforts for years. A recent development was creation of the HWC AC position of Online Learning Coordinator currently held by Jen Asimow and the first assessment that she created and administered for the online modality was attitudinal assessment of student learning. The OL assessment results allowed to issue a series of specific recommendations on pedagogical improvements in OL courses.

**Q: How do you close the assessment loop?**

**A:** In addition to providing public access to all completed assessment reports on our website, the committee publishes a bi-yearly HWC AC Newsletter that summarizes assessment results and recommendations and allows faculty to share their assessment-based experiences. AC members present their projects and findings at the college-wide faculty development events. The committee designs and displays fliers about the assessment process, results and recommendations.

***Q: Tell us about your co-curricular assessment.***

**A:** Historically, co-curricular area has been entirely under purview of our administration. Since the last HLC review, HWC AC welcomed several non-faculty members (two librarians, an advisor, a director of student services). The newest AC position is the Coordinator of Co-curricular assessment who is currently collecting information on existing co-curricular assessment practices and data.

- **Review of minutes:** 09-12-2018 meeting minutes were approved.

**Adjournment and Approval of These Minutes:** The meeting adjourned at 4:00 pm.

These minutes were approved by Dom and seconded by Jen.



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Jen Asimow (Online Learning), Fernando Miranda-Mendoza (Research Analyst),  
Yev Lapik (Secretary)

## Minutes for 09-26-2018

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

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|---|--|
| <p><b>Members Attending:</b></p> <p><i>Jennifer Asimow - Social &amp; Applied Sciences</i><br/> <i>Aigerim Bizhanova - Biology</i><br/> <i>Domenico Ferri - Social &amp; Applied Sciences</i><br/> <i>Todd Heldt - Library</i><br/> <i>Yev Lapik - Biology</i><br/> <i>Erica McCormack - Humanities and Music</i><br/> <i>Fernando Miranda-Mendoza - Math</i><br/> <i>Carrie Nepstad - Social &amp; Applied Sciences</i><br/> <i>Alison Place - SAS/ Erikson Institute</i><br/> <i>David Richardson – Humanities and Music</i><br/> <i>Amy Rosenquist - English</i><br/> <i>Camelia Salajejan - Math</i><br/> <i>Bral Spight - Business</i><br/> <i>Jeffrey Swigart - Math</i><br/> <i>Loretta Visomirskis – English</i><br/> <i>Jennifer Vogel - Advising</i><br/> <i>Paul Wandless - Art and Architecture</i><br/> <i>Matthew Williams - ELL and WL</i></p> <p><b>Honored Guests:</b><br/>         Vincent Wiggins, Michael Heathfield, Armen Sarrafian</p> | <p><b>Agenda</b></p> <ul style="list-style-type: none"> <li>● <b>Review of the minutes</b></li> <li>● <b>HLC prep (Michael, Vincent, Armen)</b></li> <li>● <b>Chair updates</b></li> </ul> |
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- **Intro:** Carrie called the meeting to order 3:04pm
- **Review of minutes:** 09-19-2018 meeting minutes were approved.
- **HLC prep:** Michael Heathfield and Vincent Wiggins updated the HWC AC on the current situation with the HLC visit. HLC members are currently studying our assurance document in great detail and have already requested certain documents for additional evidence. The visiting team consists of four members from HLC accredited institutions, some are from community colleges. In preparation for the visit, the visiting team is assisted by a larger compliance team, “feeding” the information and formulating questions based



on the assurance document. The HLC team will be asking specific questions based on the information about HWC they are already familiar with.

- Vincent: all requests for additional evidence that arise during discussions with the HLC team have to be forwarded to Armen.
- AC members (and all faculty) should attend as many open sessions as they can
- Open sessions will be held:

**Monday, October 1st, 2018**

**Open Forum:** Criterion 1 - Mission/Criterion 2 - Integrity: Ethical and Responsible Conduct

**1:30 - 2:15 PM Room 1115**

*HWC AC committee members that are planning to attend this session are: Jennifer Asimow, Yev Lapik, Erica McCormack, Fernando Miranda-Mendoza, Carrie Nepstad, Camelia Salajejan*

**Open Forum:** Criterion 3 - Teaching and Learning: Quality, Resources and Support/Criterion 4: Teaching and Learning: Evaluation and Improvement

**2:30 - 3:15 PM Room 1115**

*HWC AC committee members that are planning to attend this session are: Jennifer Asimow, Domenico Ferri, Yev Lapik, Erica McCormack, Fernando Miranda-Mendoza, Carrie Nepstad, David Richardson*

**Tuesday, October 2, 2018**

**Open Forum:** Criterion 5 - Resources, Planning and Institutional Effectiveness

**10:00 - 10:45 AM Room 1115**

*HWC AC committee members that are planning to attend this session are: Erica McCormack, Yev Lapik, Carrie Nepstad*

- All four members of the HLC visiting team expressed a wish to attend the **AC session**. It will be held:

**Monday, October 1st, 2018**

**3:30 - 4:15 PM Room 1046**

*HWC AC committee members that are planning to attend this session are: Jennifer Asimow, Aigerim Bizhanova, Domenico Ferri, Todd Heldt, Yev Lapik, Erica McCormack, Fernando Miranda-Mendoza, Carrie Nepstad, Alison Place, David Richardson, Amy Rosenquist, Bral Spight, Jeffrey Swigart, Loretta Visomirskis, Paul Wandless, Matthew Williams.*

- In the next couple of days Carrie will send an email to all HWC faculty, briefly reminding and highlighting the AC work and goals.

- **Chair updates:**

- Carrie is planning a meeting with Gabriela Cambiasso, the chair of Curriculum Committee, to discuss opportunities for aligning the efforts of the two key HWC committees.
- At Carries request Angela Guernica, the Director of Student Activities, is compiling the list of all student clubs and organizations at HWC. The list is needed for the CE assessment tool and it's almost ready.

- **Adjournment and Approval of These Minutes:** The meeting adjourned at 4:02 pm.

These minutes were approved by the HWC AC unanimously (with suggested edits)



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Yev Lapik (Secretary)

## Minutes for 10-03-2018

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

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|---|---|
| <p><b>Members Attending:</b></p> <p><i>Jennifer Asimow - Social &amp; Applied Sciences</i><br/> <i>Aigerim Bizhanova - Biology</i><br/> <i>Domenico Ferri - Social &amp; Applied Sciences</i><br/> <i>Todd Heldt - Library</i><br/> <i>Yev Lapik - Biology</i><br/> <i>Erica McCormack - Humanities and Music</i><br/> <i>Fernando Miranda-Mendoza - Math</i><br/> <i>Carrie Nepstad - Social &amp; Applied Sciences</i><br/> <i>Alison Place - SAS/ Erikson Institute</i><br/> <i>David Richardson – Humanities and Music</i><br/> <i>Amy Rosenquist - English</i><br/> <i>Camelia Salajejan - Math</i><br/> <i>Bral Spight - Business</i><br/> <i>Jeffrey Swigart - Math</i><br/> <i>Paul Wandless - Art and Architecture</i><br/> <i>Matthew Williams - ELL and WL</i></p> <p><b>Honored Guests:</b></p> | <p><b>Agenda</b></p> <ul style="list-style-type: none"> <li>● <b>Review of the minutes</b></li> <li>● <b>HLC visit debrief</b></li> <li>● <b>AC liaisons updates</b></li> <li>● <b>Chair updates</b></li> </ul> |
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- **Intro:** Carrie called the meeting to order at 3:04pm
- **Review of minutes:** 09-26-2018 meeting minutes were approved with suggested edits.
- **HLC visit debrief:** The AC members noted that the AC session and the visit in general went well. The AC session was well attended and multiple members answered questions.  
 Yev shared highlights of HLC debrief presented by Armen at the 10-03-18 HWC Leadership Team Meeting, including the fact that only 50% of faculty syllabi pulled by the HLC team matched corresponding Master syllabi. This fact prompted a discussion about how to ensure uniformity of course SLOs and how to update outdated syllabi and SLOs.  
 Jen shared feedback from the OL HLC session and that our OL learning challenges do not appear to be unique but similar to those in other institutions.

- **AC liaisons updates:**

- **Todd (Library Instruction):** While piloting the “English 102: Boolean Operators” assessment tool Todd noticed that students were confused by the assessment instructions and did not perform well. Preliminary results show that clarifying assessment instructions significantly improved assessment scores.

Also, Todd discovered that the second library instruction assessment tool on keywords did not match the SLOs of the library course.

- **Paul (Art: Ceramics):** Paul brought vessels from the Spring 2018 Art 196 Beginning Ceramics assessment to the meeting and demonstrated how the rubric was applied the thrown cylinders.

Paul is hoping the ceramics assessment pilot data will show instructors how students are meeting the expectations of throwing a cylinder on the potter’s wheel. The assessment was done in just one section in the Spring, but will be in all 4 section this Fall. Another goal of assessing Art 196 is to see how well the wheel-throwing skills carry into Art 197, which is the next level ceramics course.



- **Chair updates:**

- Carrie met with the chair of the HWC Curriculum Committee Gabriela Cambiasso in an attempt to align the work of our two committees. At this point, committees are pressed to find the avenues for collaboration but will continue to explore the options. Gabriela is planning to attend the next AC meeting.
- Angela Guernica, the Director of Student Activities, finished compiling the list of all student clubs and organizations at HWC and made it available for the AC to use in our CE assessment coming up next week.

- **Adjournment and Approval of These Minutes:** The meeting adjourned at 4:02 pm.

These minutes were approved by the committee unanimously.



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## Minutes for 10-10-2018

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

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|--|--|
| <p><b>Members Attending:</b></p> <p><i>Jennifer Asimow - Social &amp; Applied Sciences</i><br/> <i>Aigerim Bizhanova - Biology</i><br/> <i>Domenico Ferri - Social &amp; Applied Sciences</i><br/> <i>Todd Heldt - Library</i><br/> <i>Yev Lapik - Biology</i><br/> <i>Erica McCormack - Humanities and Music</i><br/> <i>Fernando Miranda-Mendoza - Math</i><br/> <i>Carrie Nepstad - Social &amp; Applied Sciences</i><br/> <i>Amy Rosenquist - English</i><br/> <i>Camelia Salajejan - Math</i><br/> <i>Bral Spight - Business</i><br/> <i>Jeffrey Swigart - Math</i><br/> <i>Paul Wandless - Art and Architecture</i><br/> <i>Matthew Williams - ELL and WL</i></p> <p><b>Honored Guests:</b></p> <p><i>Gabriela Cambiasso -HWC Curriculum Committee Chair</i></p> | <p><b>Agenda</b></p> <ul style="list-style-type: none"> <li>● <b>Civic Engagement updates</b></li> <li>● <b>Liaison updates</b></li> </ul> |
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- **Intro:** Jeff called the meeting to order at 3:04 pm
- **Review of minutes:** 10-03-2018 meeting minutes were approved.
- **Civic Engagement (CE) updates:** The AC reviewed the latest draft of the Civic Engagement Assessment (Document Version), offered suggestions and edits. The discussion included the following topics:
  - Acknowledging that not all students are eligible to vote (e.g. international, underaged, undocumented)
  - 4-point vs. 5-point Likert scale
  - Accounting for CE experiences of students that took classes outside of HWC or CCC
  - Ensuring that the question language is not confusing for OL students

- **Unit Assessment Liaison updates:**

- **Aigerim (Biology):** The focus of the project is Bio 121 course (introductory biology for Majors). A pilot 20-multiple choice question assessment tool has been created in Spring 2018 and piloted as post-assessment in five sections of the course, collecting data from over 90 students. The HWC Biology department Assessment Committee spent 8 hours during the Fall 2018 registration week discussing the results of the pilot and modifying the tool for the fall semester. In Fall 2018 the updated tool has been administered as a pre-assessment during the first week of classes with all 10 sections of the Bio 121 course participating. The same tool is planned to be administered at the end of the semester as a post-assessment.
- **Amy (English):** The focus of the project is the English 102 course. Students who are still attending are assessed after the student-initiated withdrawal date has passed and are asked about the reasons behind their decision in persevering in the course, as well as perceived course challenges and helpful factors. The project presents a challenge in recruiting faculty for participation; alternatives were discussed (e.g. direct recruitment of students via email containing the tool link).
- **Bral (Business):** The department continues using the tool developed over the last two semesters and administered as a pre-assessment taken early in a business student's tenure, followed by a separate later post-assessment effort after students take three other classes. In the past, the tool was administered directly to students via BlackBoard survey, this semester Bral had to rely on instructors for survey distribution which was more challenging. Another project involves modifying the attitudinal survey (adapted from the OL survey developed by Jen Azimow) conducted as part of a larger school effort. A ~20% change in tool wording (for clarification purposes) appears to lead to improvements in student scores, but one has to be careful in comparing semester-to-semester results from non-identical surveys.
- **Matthew (ELL and WL):** The main project this semester is continuation of the assessment focused on a sequence of ESL Speech courses (ESL Speech 98, 99, and 100) focused on assessing student end-of-the-semester skills in doing introductions in their speeches. Data from the last semester are being analyzed (using a common rubric and norming sessions). Speeches have been recorded and posted online so that raters could view and assess them.
- **Camelia (Math):** Administered a previous Math 118 assessment tool. To ensure participation, Camelia personally reached out to Math 118 HWC adjunct and online instructors. Over a 100 responses were obtained by week 3. It appears that slight edits in the tool lead to improvement of student scores. Working on closing the loop recommendations this semester. Planning to develop a BrightSpace shell for Math 118 course. (This shell will contain the syllabus and a variety of assessments for Math 118 that any instructor teaching the course could choose to utilize in the spring of 2019.)

- **Adjournment and Approval of These Minutes:** The meeting adjourned at 4:05 pm.

These minutes were approved by Erica and seconded by Amy.



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Yev Lapik (Secretary)



## Minutes for 10-17-2018

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

|   |   |
|---|---|
| <p><b>Members Attending:</b><br/> <i>Aigerim Bizhanova - Biology</i><br/> <i>Todd Heldt - Library</i><br/> <i>Yev Lapik - Biology</i><br/> <i>Erica McCormack - Humanities and Music</i><br/> <i>Fernando Miranda-Mendoza - Math</i><br/> <i>Amy Rosenquist - English</i><br/> <i>David Richardson – Humanities and Music</i><br/> <i>Camelia Salajejan - Math</i><br/> <i>Jeffrey Swigart - Math</i><br/> <i>Loretta Visomirskis – English</i><br/> <i>Jennifer Vogel - Advising</i><br/> <i>Paul Wandless - Art and Architecture</i><br/> <i>Matthew Williams - ELL and WL</i></p> <p><b>Honored Guests:</b><br/> <i>Vincent Wiggins - Office of Instruction</i></p> <p><b>Apologies:</b><br/> <i>Domenico Ferri - Social &amp; Applied Sciences</i><br/> <i>Carrie Nepstad - Social &amp; Applied Sciences</i></p> | <p><b>Agenda</b></p> <ul style="list-style-type: none"> <li>● <b>Review of minutes</b></li> <li>● <b>More Liaison Updates</b></li> <li>● <b>Assessment Times</b></li> <li>● <b>Updates from Shared Governance Meeting and HWC Admin Meeting</b></li> <li>● <b>Civic Engagement</b></li> </ul> |
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- **Intro:** Jeff called the meeting to order at 3:06 pm
- **Review of minutes:** 10-10-2018 meeting minutes were approved.
- **Assessment Times:** First drafts are due **next Wed (Oct 24th)**.
  - Drafts should be pasted in the editing mode into the shared Google Docs file -link will be emailed by Yev shortly (try not to submit your drafts as suggestions - they can be easily lost)
  - Do not worry about formatting - it will be done later in the MS Publisher
  - Try to provide visual information (pictures, diagrams, graphs, etc) in addition to text: it can be pasted in the above-mentioned shared Google Docs file or emailed to Yev and CC-ed to Erica
  - Final drafts will be due Wed Oct 31st
  - Carrie will probably write the “From the Chair” section, as usual (HLC visit reflections?)
  - All members are requested to look for assessment-related cartoons - email to Yev
- **Updates from HWC Meetings:**

### **HWC Admin Meeting**

- Yev updated AC members on the 10/10/2018 AC execs meeting with administration (Vincent, Armen, Carrie and Yev were present):
- Administration plans to conduct a Student Satisfaction Assessment (Noel-Levitz tool). The tool is already purchased and will be shared with Carrie. AC will be consulted on the essay question part of the tool (up to 10 questions). Carrie's suggested admin to consider administering the tool in Spring 2019, so not to "clash" with the HWC AC CE assessment in Fall 2018. AC only has experience of assessing volunteers, the tool, however, requires to be administered randomly...
- Carrie updated admin on the current state of co-curricular assessment, and other AC updates (CE survey roll out, Humanities and Quantitative Reasoning reports are coming out, change in AC leadership in Spring 2019, Effective writing assessment tool will be developed in Spring 2019 for Fall 2019 administering).

### **Shared Governance Meeting**

Jackie Werner made a presentation on the HWC Care Team (one of several HWC units that will be supporting Focus Area 3 of the HWC Strategic Plan: Climate: Culture, Data, and Students). Noteworthy, the Care Team will be using the results of the earlier-mentioned Student Satisfaction Assessment tool (Noel-Levitz).

Updates on the current work of the active HWC committees were provided: Carrie spoke about rolling out the CE assessment and collaborating with SGA in improving CE at HWC.

- **Civic Engagement Assessment:** the AC members further discussed and edited the tool questions and voted to approve it. Jeff will follow up with an email to the HWC AC members.
- **Final Liaison Updates**

Dave (Philosophy) reported the results of his direct assessment of students' critical reading skills and indirect assessment of student reading behaviors and beliefs about reading and learning. Critical reading scores were low but students with two or more previous philosophy classes were significantly more likely to correctly evaluate the argument quality but students with only one previous philosophy class were significantly less likely to correctly identify the conclusion. Among self-reported reading behaviors, "Before" (reading) behaviors scored the lowest and "After" behaviors - the highest. Among "During" behaviors, annotating and questioning scores were very low. One more finding was related to a pair of questions that asked students to evaluate the author's argument. One question asked whether the argument was "valid" and one question asked whether the argument's conclusion "could not be false when the premises were true," which is the definition of the term "valid" as it is used in a philosophical context. Student responses varied across the questions, with students doing much better when using the definition than when using the term, indicating that students interpretation of the term relies on its natural language use, rather than the technical use, even among students who had already completed philosophy classes, including logic wherein the technical meaning of the term is a key focus. Overall, the assessment data points to a number of specific opportunities in teaching students how to conduct critical and active reading, as well as important points of awareness for instructors.
- **Adjournment and Approval of These Minutes:** The meeting adjourned at 4:00 pm.  
These minutes were approved by Amy and seconded by Bral.



# 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), Fernando Miranda-Mendoza (Research Analyst),

Yev Lapik (Secretary)



## Minutes for 10-24-2018

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

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| <p><b>Members Attending:</b><br/> <i>Aigerim Bizhanova - Biology</i><br/> <i>Domenico Ferri - Social &amp; Applied Sciences</i><br/> <i>Todd Heldt - Library</i><br/> <i>Yev Lapik - Biology</i><br/> <i>Erica McCormack - Humanities and Music</i><br/> <i>Fernando Miranda-Mendoza - Math</i><br/> <i>Amy Rosenquist - English</i><br/> <i>David Richardson – Humanities and Music</i><br/> <i>Camelia Salajejan - Math</i><br/> <i>Jeffrey Swigart - Math</i><br/> <i>Jennifer Vogel - Advising</i><br/> <i>Paul Wandless - Art and Architecture</i><br/> <i>Matthew Williams - ELL and WL</i></p> <p><b>Honored Guests:</b><br/> <i>Vincent Wiggins - Office of Instruction</i></p> <p><b>Apologies:</b><br/> <i>Carrie Nepstad - Social &amp; Applied Sciences</i></p> | <p><b>Agenda</b></p> <ul style="list-style-type: none"> <li>● <b>Approve minutes</b></li> <li>● <b>Assessment Times updates</b></li> <li>● <b>Special Assignment updates</b></li> <li>● <b>Gen Ed Civic Engagement: discussion about invitation for volunteers</b></li> <li>● <b>Charge vs Supercharge discussion</b></li> <li>● <b>Oct. 31 meeting format discussion</b></li> <li>● <b>Domenico Liaison update</b></li> <li>● Dave GenEd Humanities update</li> <li>● Fernando QR update</li> </ul> |
|---|--|

- **Intro:** Erica called the meeting to order at 3:03 pm
- **Review of minutes:** 10-17-2018 meeting minutes were approved pending edits from Dave on his AL update
- **Assessment Times updates:** Draft Google Docs file is being populated by the AC member writings. Final drafts are expected Wed Oct 31st
- **Special Assignment updates:** Jeff is working on SA forms for Spring 2019 semester
- **Gen Ed Civic Engagement: discussion about invitation for volunteers**

AC members discussed pros and cons of starting CE “marketing” to a selected group of regular volunteers versus sending out a general invitation (with CE tool link) to all faculty. Paul suggested to start with an invitation to all faculty and, if needed, to follow up with more personal invitations to



specific faculty members. Fernando motioned to approve Paul's suggestion and the AC approved unanimously.

The AC members would definitely like to continue the discussion on how to recruit students for assessment. Direct communication to students looks attractive (perhaps via embedding assessment tools in BrightSpace in the future, especially for OL students), but it has its own downsides (no in-class point of contact, faculty might not like us to administer surveys to their students without their consent, etc.) Possibilities of unit-level pilots with direct administering to students have been discussed.

- **Charge vs Supercharge discussion:** Dom suggested a motion to rename AC Supercharge back into AC Charge; the motion was approved by a majority vote.
- **Oct. 31 meeting format discussion:** AC members discussed a possibility of conducting the 10/31/18 meeting virtually (via Zoom) but several members stated that they would likely be commuting at that time; therefore, it's been decided to communicate via email next week in lieu of a physical meeting and focus on writing pieces for the upcoming edition of AT.
- **Liaison update:** Domenico is working on a second version of the unit-level assessment tool targeting unified departmental SLOs. The AC members reviewed the tool and discussed the phrasing, question order and the overall tool strategy (assessing from general defining concepts to application or from practical concepts to abstract ones).
- **Dave GenEd Humanities update** - moved to the Nov 7 AC meeting
- **Fernando QR update** - moved to the Nov 7 AC meeting
- **Adjournment and Approval of These Minutes:** The meeting adjourned at 4:00 pm. These minutes were approved by Erica and seconded by Domenico.



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Yev Lapik (Secretary)



## Minutes for 11-07-2018

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

### Members Attending:

*Aigerim Bizhanova - Biology*  
*Jen Asimow - Social & Applied Sciences*  
*Domenico Ferri - Social & Applied Sciences*  
*Todd Heldt - Library*  
*Yev Lapik - Biology*  
*Erica McCormack - Humanities and Music*  
*Fernando Miranda-Mendoza - Math*  
*Carrie Nepstad - Social & Applied Sciences*  
*Alison Place - SAS/ Erikson Institute*  
*Amy Rosenquist - English*  
*David Richardson – Humanities and Music*  
*Camelia Salajejan - Math*  
*Jeffrey Swigart - Math*  
*Jennifer Vogel - Advising*  
*Paul Wandless - Art and Architecture*  
*Vincent Wiggins - Office of Instruction*  
*Matthew Williams - ELL and WL*

### Apologies:

### Agenda

- **Approve minutes**
- **Assessment Times updates**
- **Fernando QR update**
- **Dave GenEd Humanities update**
- **Gen Ed Civic Engagement updates**

- **Intro:** Erica called the meeting to order at 3:05pm
- **Review of minutes:** 10-24-2018 meeting minutes were approved
- **Assessment Times updates:** AC members looked over the AT draft in MS Publisher format and discussed pictures. Fri Nov 11/9/18 was established as a firm deadline for changes and suggestions.
- **Fernando Gen Ed QR update:** Jeff is almost done with the report. For data analysis purposes, respondents were divided into several categories: “Stem category” - those who took 4 or more STEM classes (it was decided to use this approach rather than the self-declared majors) and “Business/Economics category” - those who took 3 or more Business and Economics classes and completed them with a C or more. The two groups were compared to the “all the rest” category of students. “STEM category” and “Business/Economics category” did not perform better than “all the rest” category. Similar results have been discussed in statistics education circles.

The AC members discussed the issues of readers' overconfidence, intentional misrepresentation, and visual competency, as they related to the QR assessment. Jen shared her own experience on completing the QR survey and how it changed the way she looks at graphs. She suggested that it would be great if students could look at their results and learn that way as well; Carrie informed the members that the assessment community is moving towards the real-time assessment which would make it easy to share results immediately.

The AC members discussed possible recommendations for this assessment, most prominently: encourage instructors to involve students in analysis of confusing and misleading graphs across the curriculum and to recommend STEM and Business students to take statistics.

Also, a close overlap between QR graph analysis skills and informational literacy has been pointed out - the AC members were encouraged to reflect on how to support these key skills across the curriculum (in STEM and non-STEM disciplines) for the AC recommendations on the QR assessment report..

- **Dave Gen Ed Humanities update:** Dave reflected on the "stretched-out" timeline of the GE Humanities assessment (took place in Oct-Dec 2017; 1st round of ratings completed in April-May 2017; 2nd round, and 3rd for some entries, completed by Fall 2017; 1st batch of data from Phil was on language analysis in Fall 2017; Erica, Dave and Phil completed main data analysis only in Spring 2018). Since then Dave already wrote History, Methodology and write up of 10 survey questions for the report. He has sufficient information to do a write up on four more questions but is unsure about the data on the remaining two questions.

Dave reported the issue of validity of some data due to sample number confusion in regards to some questions ("N"s do not add up) and the high number of English 102 completers in the sample (282/605), suggesting the sample is likely non-representative of general education students. Fernando commented that it usually happens when student IDs are incorrect, or when students do not have OpenBook record (e.g. as in case of transfer) but, typically, the number of affected responses is much lower. AC member discussed observed patterns of student performance and correlations with courses taken, and the lack of statistical significance.

It's been decided to ask Phil to look at the confusing part of the data and, if necessary, to return to raw data (Carrie).

AC members will review Dave's findings and provide feedback.

- **Gen Ed Civic Engagement updates:** Carrie reported that after over a week only 130 responses were obtained so far, which is low. Carrie will be sending a reminder email to all faculty this week. We will follow up with another request to the "friends of AC" soon.
- **Adjournment and Approval of These Minutes:** The meeting adjourned at 4:02 pm.  
These minutes were approved by Bral and seconded by Amy



# Assessment Committee

Harold Washington College



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Jen Asimow (Online Learning), Fernando Miranda-Mendoza (Research Analyst),

Yev Lapik (Secretary)

## Minutes for 11-14-2018

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

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|---|---|
| <p><b>Members Attending:</b></p> <p><i>Jen Asimow - Social &amp; Applied Sciences</i><br/> <i>Todd Heldt - Library</i><br/> <i>Yev Lapik - Biology</i><br/> <i>Erica McCormack - Humanities and Music</i><br/> <i>Fernando Miranda-Mendoza - Math</i><br/> <i>Alison Place - SAS/ Erikson Institute</i><br/> <i>David Richardson – Humanities and Music</i><br/> <i>Amy Rosenquist - English</i><br/> <i>Bral Spight - Business</i><br/> <i>Jennifer Vogel - Advising</i><br/> <i>Matthew Williams - ELL and WL</i></p> <p><b>Apologies:</b></p> <p><i>Aigerim Bizhanova - Biology</i><br/> <i>Carrie Nepstad - Social &amp; Applied Sciences</i><br/> <i>Jeffrey Swigart - Math</i><br/> <i>Paul Wandless - Art and Architecture</i><br/> <i>Domenico Ferri - Social &amp; Applied Sciences</i><br/> <i>Camelia Salajejan - Math</i></p> | <p><b>Agenda</b></p> <ul style="list-style-type: none"> <li>● <b>Approve minutes</b></li> <li>● <b>OL assessment updates (Jen)</b></li> <li>● <b>Gen Ed Civic Engagement updates (Erica)</b></li> <li>● <b>Shared Governance meeting updates (Yev)</b></li> </ul> |
|---|---|

- **Intro:** Erica called the meeting to order at 3:04 pm
- **Review of minutes:** 11-07-2018 meeting minutes were approved
- **OL assessment updates (Jen):**

The original project - assessment of online English 102 had encountered multiple obstacles pertaining to data collection (data not submitted; wrong rubric used) which cut down the number of respondents to only two sections of the course making it difficult to interpret the results.

The 2nd project focused on OL ELL courses (French & Spanish) where students expressed a higher level of OL learning satisfaction (data was statistically significant). Turns out that these classes are based entirely on an excellent interactive externally designed courses (Vista Supersite book companion). Jen is planning to design a survey that will allow to pinpoint the specific sources of student satisfaction in these courses. It will also be interesting to examine whether students prefer a high-quality pre-designed OL courses to the home-grown ones.

A possibility of administering assessment surveys directly to OL students have been discussed (again!). Discuss with Meghan / Adolfo.

- **Gen Ed Civic Engagement updates (Erica):** It's time to reach out to the department colleagues and friends of the AC.

- **11-13-18 Shared Governance meeting updates (Yev)**

SGA has appointed SGA secretary Ivan Loeza to also function as faculty liaison (potential point of contact if we decide to distribute Gen Ed assessment surveys directly to students).

President Lopez emphasized the importance of ongoing "Educational Equity" discussion that should permeate all the components of the HWC strategic plan; he is interested in the emphasis on a sense of belonging in these politically difficult times.

Kent Lusk provided budget updates.

Armen informed that we are still waiting on the HLC feedback, most likely, until mid-January.

Armen unofficially announced the creation of the DePaul-HW Academy at DePaul downtown campus (14 E. Jackson), where DePaul students from the 2nd round of STAR Scholars applicants will be taking classes taught by HWC instructors. The official announcement will take place after December Board approval.

President Lopez listed several efforts on increasing the downtown HWC footprint (Goodman theater, Joffrey ballet, Lakeshore Fitness Center) and definitive plans of creating yoga & dance studio in the basement.

- **Adjournment and Approval of These Minutes:** The meeting adjourned at 3:55pm.

These minutes were approved by Jen and seconded by Carrie.



# Assessment Committee

Harold Washington College



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Jen Asimow (Online Learning), Fernando Miranda-Mendoza (Research Analyst),

Yev Lapik (Secretary)

## Minutes for 11-28-2018

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

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| <p><b>Members Attending:</b></p> <p><i>Jen Asimow - Social &amp; Applied Sciences</i><br/> <i>Aigerim Bizhanova - Biology</i><br/> <i>Domenico Ferri - Social &amp; Applied Sciences</i><br/> <i>Todd Heldt - Library</i><br/> <i>Yev Lapik - Biology</i><br/> <i>Erica McCormack - Humanities and Music</i><br/> <i>Fernando Miranda-Mendoza - Math</i><br/> <i>Carrie Nepstad - Social &amp; Applied Sciences</i><br/> <i>David Richardson – Humanities and Music</i><br/> <i>Amy Rosenquist - English</i><br/> <i>Camelia Salajejan - Math</i><br/> <i>Bral Spight - Business</i><br/> <i>Jeffrey Swigart - Math</i><br/> <i>Vincent Wiggins - Office of Instruction</i><br/> <i>Jennifer Vogel - Advising</i><br/> <i>Loretta Visomirskis - English</i><br/> <i>Paul Wandless - Art and Architecture</i><br/> <i>Matthew Williams - ELL and WL</i></p> <p><b>Apologies:</b></p> | <p><b>Agenda</b></p> <ul style="list-style-type: none"> <li>● Approve minutes</li> <li>● Carrie: District Assessment</li> <li>● Jen: Online Assessment</li> <li>● Jeff &amp; Carrie: TLC Day</li> </ul> |
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- **Intro:** Jeff called the meeting to order at 3:02pm
- **Review of minutes:** 11-14-2018 meeting minutes were approved
- **Carrie: District Assessment Update**  
Brandon Nichols (BN) from the District Office (Accreditation, Assessment, Educational Development Academic & Student Affairs) has solicited Carrie’s opinion and advice on the state of assessment district-wide, specifically, on how to ensure stability and continuity of assessment across the district.

*BN: Should there be District-wide GenEd outcomes?*

HWCAC members discussed it and considered it a possibility - since Gen Ed outcomes are similar across different institutions. Formulating them across colleges and disciplines, however, is a difficult task, especially given that different CCC colleges have different program offerings. Perhaps it’s more practical for each college to have their own wording and, then, differences (if any) could be discussed.

HWCAC maintains the HWC Gen Ed SLOs on its website.

*BN: Should there be a District-wide calendar of Gen Ed assessment?*

HWCAC members discussed it and recommended against it. While HWCAC strictly adheres to its assessment calendar at the semester scale, on a day-to-day and week-to-week basis it enjoys the flexibility of a local calendar, which can be easily adjusted to various college events, unit-level assessments, etc. Additionally, having a local calendar further ensures that the assessment process is driven by faculty and is not enforced top-down from the DO. Assessment centralization is likely to lead to a situation where a very few people will do a lot of work for the whole group, which contradicts the home-grown faculty-driven nature of assessment.

It appears that AC from other CCC schools need guidance but not directives. Standards/SLOs can be the same across the district but ways to assess them can be different and specific to each college (and student population). HWCAC emphasizes the importance of starting small, focusing on assessing one thing, and building together from there... HWCAC is willing to help and share the structure, charge, tools, etc.

- **Jen: Online Assessment Update**

Jen has created a brief survey for the Online Foreign Language students to explore the statistically significant higher level of student satisfaction in these Vista Supersite-based online courses.

Jen sought HWCAC opinion on whether to follow the previously established protocol of administering assessment surveys via faculty or to email it to students directly or via faculty to streamline the process (in latter case, faculty would be notified).

HWCAC members discussed pros and cons of both approaches. The importance of the transparency of this modified was emphasized. It's been suggested that upon notification of instructors, they can be offered an option to "reinforce" survey completion via additional announcements to students and offering extra-credit. Domenico motioned to pilot administering the survey to OL ELL students directly, which was seconded by Amy and unanimously supported by all the AC members present.

- **Jeff & Carrie: TLC Day (Spring 2019)**

The general idea is to have CAST and other committees to come together on topics about teaching. TLC planning meeting will take place tomorrow (Thu 11-29-18).

Carrie strongly recommended that the date has to be set (and distributed) by the end of this semester. Rather than driving the whole event (as it was in the past), AC will be responsible for a specific part of the content (e.g., CE theme, which will allow to discuss the results of the CE survey college-wide).

AC members discuss format possibilities: simultaneous, concurrent sessions or a mix.

It's been suggested to include Brightspace training and have faculty to pre-sign-up for sessions (in case of concurrent sessions) to ensure that they will be attended.

- **Adjournment and Approval of These Minutes:** The meeting adjourned at 3:59pm.

These minutes were approved by Amy and seconded by Todd.



# Assessment Committee

Harold Washington College



## Executive Officers

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

Jen Asimow (Online Learning), Fernando Miranda-Mendoza (Research Analyst),

Yev Lapik (Secretary)

## Minutes for 12-05-2018

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

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| <p><b>Members Attending:</b></p> <p><i>Jen Asimow - Social &amp; Applied Sciences</i><br/> <i>Aigerim Bizhanova - Biology</i><br/> <i>Domenico Ferri - Social &amp; Applied Sciences</i><br/> <i>Todd Heldt - Library</i><br/> <i>Yev Lapik - Biology</i><br/> <i>Erica McCormack - Humanities and Music</i><br/> <i>Fernando Miranda-Mendoza - Math</i><br/> <i>Carrie Nepstad - Social &amp; Applied Sciences</i><br/> <i>Alison Place - SAS/ Erikson Institute</i><br/> <i>David Richardson – Humanities and Music</i><br/> <i>Amy Rosenquist - English</i><br/> <i>Camelia Salajejan - Math</i><br/> <i>Jeffrey Swigart - Math</i><br/> <i>Jennifer Vogel - Advising</i><br/> <i>Vincent Wiggins - Office of Instruction</i><br/> <i>Loretta Visomirskis - English</i><br/> <i>Paul Wandless - Art and Architecture</i></p> <p><b>Apologies:</b></p> | <p><b>Agenda</b></p> <ul style="list-style-type: none"> <li>● Approve minutes</li> <li>● Jeff: FD TLC updates</li> <li>● Jen OL Assessment update</li> <li>● Jeff: CE update</li> <li>● Carrie: DW assessment update</li> <li>● AC meeting with Admin (Armen)</li> <li>● Carrie: End-of-semester reflection</li> </ul> |
|--|--|

- **Intro:** Jeff called the meeting to order at 3:02pm
- **Review of minutes:** 11-28-2018 meeting minutes were approved with edits
- **Jeff: FD update** - there will be a 3-hour FD during Spring 2019 registration week - Wed Jan 9th (optional but counts towards registration).
  - 1st hour: HWCAC (CE data discussion, CE: personal and professional aspects). Potential sub-topics and participants:
    - Amy - about being a foster parent
    - Carrie - GenEd CE and Domenico - unified Departmental SLOs
    - Theresa Carlton - connection to college mission/values
    - Why we chose to work at HWC
    - Service learning (active civic engagement)
  - 2nd hour - CAST
  - 3rd hour -Brightspace training (basics)



- **Jeff - TLC update** - still no date but will be in April; will include Brightspace training (advanced)
- **Jen: OL Assessment update** - Jen sent the assessment tool out directly to students last week and a note to faculty (via Gabriella), only 3 replies so far out of 200 (during ~ 6 days).
- **Jeff CE survey update:** 914 replies
- **Carrie: DW assessment update** - the idea of developing common district-wide Gen Ed SLOs were not supported by AC chairs in other colleges; it still might be worthwhile exploring CE district-wide...
- **Carrie/Yev: AC meeting with Admin** (Armen) included most of the above updates. Armen will look into the budget to purchase assessment book for the AC (“Student Affairs Assessment” by Henning & Roberts and “Assessing Student Learning” by Suskie 3rd ed). MXC requested HWCAC expertise in strengthening their own AC (in preparation to the HLC visit).
- **Carrie: End-of-semester reflection** - the HWCAC website is an excellent tool for travelling back in time to see how HWCAC progressed over the years:
  - the amount of writing increased,
  - more public speaking engagements,
  - more pictures and other visuals in AT
  - seamless continuity among AC execs
  - building relationships with other faculty committees and groups (Chairs, Shared governance, Curriculum, etc.)
  - AC representatives became a part of the HWC strategic planning initiative
  - new essential exec positions appeared (OL Assessment coordinator, Vice-Chairs of Unit Assessment and GenEd, data analysts).
  - HWCAC Charge continues to evolve
  - Some of the things would be nice to bring back (AC Posters, student version of AT - perhaps in memo format?)

**Current and future HWCAC developments:**

- Co-curricular assessment will, continue along with the GenEd
- OL Assessment branch will continue to grow
- We will continue building the website - it is actively looked at.
- We should plan to creating videos and other materials on how how to take an assessment committee off the ground.

**Adjournment and Approval of These Minutes:** The meeting adjourned at 3:59pm.

These minutes were approved by Domenico and seconded by Loretta