

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

Yev Lapik (Secretary)

**Minutes for 01/24/2018** (Approved)

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

<p><b>Members Attending:</b></p> <p>Jen Asimow - Social &amp; Applied Sciences Aigerim Bizhanova - Biology Todd Heldt - Library Domenico Ferri - Social &amp; Applied Sciences Katelin Karlin - Library Shawntay King - Soc &amp; Ap Sciences/Erikson Institute Yev Lapik - Biology Erica McCormack - Humanities and Music Fernando Miranda-Mendoza - Math Carrie Nepstad - Social &amp; Applied Sciences David Richardson - Humanities Amy Rosenquist - English Camelia Salajejan - Math Bara Sarraj - Biology Bral Spight - Business Jeff Swigart - Math Ray Tse - Physical Science Loretta Visomirskis - English Jennifer Vogel - Advising Paul Wandless - Art &amp; Architecture Jacquelyn Werner - Academic Support Services Matthew Williams - WL ELL Allan Wilson - Physical Science</p> <p><b>Apologies from:</b> Phil Vargas, Sarah Kakumanu</p>	<p><b>Agenda:</b></p> <ol style="list-style-type: none"><li>1. Agenda</li><li>2. Apologies</li><li>3. Introductions</li><li>4. Reflection on the TLC Lite day</li><li>5. Review of the working calendar</li><li>6. Subcommittees</li><li>7. New business</li></ol>
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### Intro:

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

### Apologies:

Phil Vargas and Sarah Kakumanu sent apologies for their absence.

### Introductions:

Attending members introduced themselves and stated their roles on the AC.





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Yev Lapik (Secretary)

## Minutes for 01/31/2018

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

<p><b>Members Attending:</b></p> <p>Jen Asimow - Social &amp; Applied Sciences  Aigerim Bizhanova - Biology  Domenico Ferri - Social &amp; Applied Sciences  Todd Heldt - Library  Katelin Karlin - Library  Yev Lapik - Biology  Fernando Miranda-Mendoza - Math  David Richardson - Humanities  Amy Rosenquist - English  Camelia Salajeon - Math  Bral Spight - Business  Jeff Swigart - Math  Ray Tse - Physical Science  Phil Vargas - Physical Science  Loretta Visomirskis - English  Jennifer Vogel - Advising  Jacquelyn Werner - Academic Support Services  Matthew Williams - WL ELL  Allan Wilson - Physical Science</p> <p><b>Apologies from:</b> Paul Wandless, Erica McCormack and Carrie Nepstad</p>	<p><b>Agenda:</b></p> <ol style="list-style-type: none"> <li>1. Apologies for absence</li> <li>2. Review of minutes</li> <li>3. Presentation of sabbatical project</li> <li>4. Updates</li> <li>5. Sub-committee work</li> </ol>
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### Intro:

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

### Apologies:

Paul Wandless, Erica McCormack and Carrie Nepstad sent apologies for their absence.

### Review of minutes,

01-24-18 AC meeting minutes are approved.

## **Presentation of sabbatical project**

Yev presented an overview of her assessment project report about a multi-section assessment strategy and assessment tools for the Biology 121 class.

## **Updates**

- Online Learning (Jen):
  - The assessment of online Child Development courses is complete. The data has come in and Jen is ready to write the report.
  - The data analysis for the online English 102 assessment pilot will be ready at the end of the week.
  
- Phil reported that he, Carrie and Jen will be speaking at the Illinois Community College Assessment Fair on February 23rd in Joliet. They will be presenting the online learning survey from the college and from the Child Development program.

## **Sub-committee work:**

### **Document Review** (Dave, Katelin, Matthew, Yev)

Discussed the purpose of the charge and what the charge should be.

Will review the first paragraph of the charge for the next sub-committee meeting.

### **Communications** (Jen, Jennifer, Phil)

Discussion focused on the Informational Literacy and Natural Sciences assessments (the report copies will be brought to the next sub-committee meeting by Phil and Jen, respectively). The need for development of interdisciplinary assessment data language and extrapolation of discipline-specific results to other programs and general teaching & learning have been discussed.

### **Civic Engagement** (Amy, Domenico, Todd, Jackie)

Concentrated on the sub-committees' Spring 2018 goal of reviewing and refining the SLOs. The list of the SLOs will be sent out electronically to all sub-committee members to be reviewed and revised at the next sub-committee meeting.

### **QR Assessment Grading** (Allan, Amy, Loretta, Camelia, Fernando, Ray, Aigerim, Bral)

Discussed a plan for grading the QR data by looking at data samples, creating a rubric, norming the rubric, and then beginning to grade.

**Adjournment and Approval of These Minutes:** The meeting adjourned at 4:03pm.

These minutes were approved by Jen and seconded by Todd.



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Yev Lapik (Secretary)

## Minutes for 02/07/2018

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

<p><b>Members Attending:</b></p> <p>Jen Asimow - Social &amp; Applied Sciences  Aigerim Bizhanova - Biology  Domenico Ferri - Social &amp; Applied Sciences  Todd Heldt - Library  Shawntay King - S&amp;A Sciences/Erikson Institute  Yev Lapik - Biology  Erica McCormack - Humanities and Music  Fernando Miranda-Mendoza - Math  Amy Rosenquist - English  Camelia Salajejan - Math  Bral Spight - Business  Jeff Swigart - Math  Ray Tse - Physical Science  Loretta Visomirskis - English  Jennifer Vogel - Advising  Matthew Williams - WL ELL  Allan Wilson - Physical Science  Paul Wandless - Art &amp; Architecture</p> <p><b>Honored Guests:</b>  Ewa Bejnarowicz - IT,  Viggy Alexandersson - English</p> <p><b>Apologies:</b></p>	<p><b>Agenda</b></p> <ul style="list-style-type: none"> <li>● Apologies for absence</li> <li>● Review of the minutes</li> <li>● Updates from the Chair</li> <li>● Brief presentation: Engaging faculty in the assessment process, Carrie</li> <li>● Other business</li> <li>● Subcommittee work</li> </ul>
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### Intro:

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

**Apologies:** None

**Review of minutes,**

01-31-18 AC meeting minutes are approved.

### **Updates from the Chair**

- The latest HWC Department Chairs meeting had an agenda focused on Educational Programs and it will be the topic of an ongoing conversation at the meetings. It is very important to discuss how students are/will be informed of the available programs, and how to distinguish program from concentration.  
Phil noted that for the purposes of the meeting, “a group of classes” were considered to be a “Program” (unlike the ICCB definition where taking a group of classes have to result in a degree or a certificate ).
- The latest TLC group meeting revealed a possibility that April 20th date might change to April 27th; the call for proposals comes out on Mon (Feb 12). Carrie will use the compilation of the HWCAC recommendations to select faculty proposals.
- FDW for August 2018 is proposed to have a theme. Carrie’s suggestion for FDW, is to focus on civic engagement and information literacy. This was well-received.

### **Other business**

Jen and Carrie shared their experiences regarding their formal presentation about CD Program at the latest Board meeting. The presentation received warm support.

### **Brief presentation: Engaging faculty in the assessment process (Carrie)**

- Faculty engagement is important for the HWCAC mission and most directly applicable to the work of the Unit-Level Assessment Liaisons.
- HWC has a culture of assessment in the form of the institutional buy-in but has a low level of faculty involvement (outside of the AC).
- It is particularly difficult to involve faculty who are new to the HWCAC practices and policies, thus, it helps to start a discussion with what faculty is already doing assessment-wise.
- In terms of assessment projects, “start small.”
- Feedback from the ASSESS listserv regarding experiences outside of CCC with faculty engagement in assessment:
  - have liaison-type programs
  - ensure allocations in administrative budget
  - conduct assessment events
  - collect and analyze faculty opinions to find the reasons behind “foot-dragging” (do not assume in advance).

**Carries' presentation quickly transformed into a discussion that touched on the following key points:**

- AC tools and practices can be adapted to the department and program-level assessment: for example, a small version of the HWC Online Learning survey from Spring 2017 was used to assess online CD program students and revealed 5 statistically significant differences in answers compared to the general OL student survey.
- Schedule-wise, it is difficult to have the whole department on board with unit-level assessment and conducting a lot of one-on-one meetings can be time-prohibitive.
  - It is sufficient to start with a small group that is representative of the department.
  - Unit-level communication within the group can be mostly electronic.
  - U-L Liaison have to be easily accessible to faculty to share their assessment tools, etc. (via email, mailbox, etc.)
  - TLC day/ Registration week can be used to create a built-in time for faculty to discuss assessment at the level of individual departments and programs.
- When introducing assessment at the department level it can be beneficial:
  - To model what we do in a bigger committee, e.g.
    - have deliverables,
    - start with SLO discussion, narrow down the “1000 deaths” SLOs,
    - share the findings (it can attract more faculty),
    - convey the value and mission of assessment to general faculty (assessment is not evaluation of teaching performance, assessment has emphasis on student learning and SLOs).
  - To explain the key assessment terminology.
  - To emphasize that learning is non-linear and that assessment can also provide valuable contextualized information about learning.
  - To appeal to the discipline-specific interests of the department faculty and students.
  - To convey the importance for the assessment to be faculty-driven.

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

These minutes were approved by Amy and seconded by Loretta.





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Yev Lapik (Secretary)

## Minutes for 02/14/2018

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

<p><b>Members Attending:</b></p> <p>Viggy-Christina Alexandersson - English  Jen Asimow - Social &amp; Applied Sciences  Aigerim Bizhanova - Biology  Domenico Ferri - Social &amp; Applied Sciences  Todd Heldt - Library  Sarah Kakumanu - Math  Katelin Karlin - Library  Shawntay King - S&amp;A Sciences/Erikson Institute  Yev Lapik - Biology  Erica McCormack - Humanities and Music  Fernando Miranda-Mendoza - Math  Carrie Nepstad - Applied Science  David Richardson - Humanities and Music  Amy Rosenquist - English  Camelia Salajejan - Math  Jeff Swigart - Math  Ray Tse - Physical Science  Phillip Vargas - Physical Science  Loretta Visomirskis - English  Jennifer Vogel - Advising  Paul Wandless - Art &amp; Architecture  Jacquelyn Werner – Academic Support Services  Matthew Williams - WL ELL  Allan Wilson - Physical Science</p> <p><b>Apologies:</b>  Bral Spight - Business  Bara Sarraj - Biology</p>	<p><b>Agenda</b></p> <ul style="list-style-type: none"> <li>● Apologies for absence</li> <li>● Review of the minutes</li> <li>● Vote on Natural Sciences Report</li> <li>● Brief notes from AC Chair</li> <li>● Liaison updates (part I)</li> <li>● Subcommittee work</li> </ul>
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**Intro:** Carrie called the meeting to order at 3:04pm

**Apologies:** Bral Spight and Bara Sarraj sent sent apologies for their absence.

**Review of minutes:** 02-07-18 AC meeting minutes are approved.



## **Brief notes from AC Chair:**

Carrie has been working closely with CAST to prepare for the April TLC event.

- TLC event is moved to April 13 (per Armens' email)
- TLC call for proposal email will come out tomorrow together with HWCAC recommendations to faculty

## **Liaison updates (part I):**

**Todd Heldt - Library Liaison:** Library department experiences a good “buy-in” from the department. This semester they are assessing student understanding of authority (e.g. trustworthy sources), which corresponds to one of the Library departmental SLOs. Currently the work is focused on developing the tool which is expected to contain multiple-choice portion and a short-answer portion, the latter will require a rubric.

**Paul Wandless - Art & Architecture:** Paul is working on the AFA Studio Art degree assessment for Art 131 Beginning Drawing and Art 144 2D Design (a foundation class). Art 144 and Art 131 are sequential, but do not serve as prerequisites for each other. Assessment targets student skills not creativity. Paul is currently in the process of communicating with instructors to distribute assessment-based recommendations and develop new ones. A pilot assessment for Art 196 Ceramics I will run this semester in 2 sections. Art 197 Ceramics II course will be assessed in the Fall 2018 (to follow up on the same skills). Student art work used for these assessments will be documented by photographing.

**David Richardson – Humanities and Music:** Dave has two earlier assessment projects (Philosophy and Music Performance) at the data analysis stage. Four “stacked” music classes were assessed; development of a useful rubric took a lot of time and effort: currently the 4th version of the rubric is used for assessment.

## **Subcommittee work**

**Document Review** (Dave, Katelin, Matthew, Paul, Yev):

Working on the HWCAC brief mission statement linked to the HWC mission. Dave will draft and email the members an outline of the updated AC charge structure (a working title “Super-Charge”).

**Communications** (Jen, Jennifer V, Shawntay, Phil, Erica):

Planning to gain electronic access to all HWCAC records. Members of the sub-committee will focus on their assigned disciplines:

Online Learning, Information Literacy, Oral Communication: Jennifer, Shawntay

Human Diversity: Jennifer V

Effective Writing, Humanities: Erica

QR, Natural Sciences: Phil

**Civic Engagement** (Amy, Domenico, Jackie, Viggie, Carrie):

Revised first and second SLOs. Will work on the revision of SLOs three, four and five next week. Planning to have a draft of all SLOs and begin developing the tool during weeks 6 and seven.

**QR Assessment Grading** (Allan, Loretta, Camelia, Fernando, Ray, Aigerim, Sarah K):

Developing the rubric for QR qualitative questions.

***Vote on Natural Sciences Report:***

The latest Natural Sciences Report was approved by the HWCAC unanimously.

**Adjournment and Approval of These Minutes:** The meeting adjourned at 4:04pm.

These minutes were approved by Phil and seconded by Allan.



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Yev Lapik (Secretary)

## Minutes for 02/21/2018

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

<p><b>Members Attending:</b></p> <p>Viggy-Christina Alexandersson - English  Jen Asimow - Social &amp; Applied Sciences  Ewa Bejnarowicz - IT  Aigerim Bizhanova - Biology  Todd Heldt - Library  Katelin Karlin - Library  Yev Lapik - Biology  Erica McCormack - Humanities and Music  Fernando Miranda-Mendoza - Math  David Richardson - Humanities and Music  Amy Rosenquist - English  Camelia Salajejan - Math  Bral Spight - Business  Jeff Swigart - Math  Ray Tse - Physical Science  Loretta Visomirskis - English  Jennifer Vogel - Advising  Jacquelyn Werner – Academic Support Services  Allan Wilson - Physical Science  Paul Wandless - Art &amp; Architecture</p> <p><b>Apologies:</b>  Carrie Nepstad - Applied Science, Domenico Ferri - Social &amp; Applied Sciences</p>	<p><b>Agenda</b></p> <ul style="list-style-type: none"> <li>● <b>Apologies for absence</b></li> <li>● <b>Review of the minutes</b></li> <li>● <b>AC Chair notes</b></li> <li>● <b>Liaison updates (part II)</b></li> <li>● <b>Subcommittee work</b></li> </ul>
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**Intro:** Erica called the meeting to order at 3:03pm

**Apologies:** Carrie Nepstad and Domenico sent apologies for their absence.

**Review of minutes:** 02-14-18 AC meeting minutes were approved.

### Brief notes from AC Chair:

- Assessment Fair at Joliet Junior College is this Friday (Jen and Carrie)
- TLC planning group is finalizing details about meeting spaces and timing

- We held off on sending out the rfp for TLC day until our AC subcommittee finalizes the AC recommendations document.
- Carrie would like the AC to look at the final recommendations document and think about projects they know about that align with recommendations. We want to put together either a separate document or include a Closing the Loop section in the annual report.

### **Liaison updates (part II): Camelia, Aigerim, Allan, Bral**

**Camelia Salajejan - Math Liaison:** Math 118 assessment has been initiated over a year ago. Course instructors are allowed to teach any 3-4 topics from the list of twelve (the course has 25 SLOs), thus, the biggest challenge was to create a unified assessment. A district-wide Math 118 committee had to be created and three common SLOs were identified (students can meet these SLOs regardless of the topics taught in the course). HWC Math department decided to address how students "Interpret and draw inferences from mathematical models such as a formulas, graphs, tables, and schematics." Current results, in conjunction with the analysis of the Spring 2017 pilot and the Fall 2017 Pre- and Post-Tests results, revealed that students do very well with formulas but experience difficulties with calculating percentages and reading graphs. Full data analysis is expected to conclude in the Fall 2018.

**Aigerim Bizhanova - Biology Liaison:** Bio 121 is the focus of the assessment. Aigerim is analysing the results of Yevs' sabbatical project faculty survey (Bio 121 Core Concepts Survey) to identify targets for the pilot assessment. Considering that there are over a hundred key concepts in the course, the main challenge is to pick just a few important ones.

**Allan Wilson - Physical Science Liaison:** Until recently, HWC PS department has been utilizing the national ACS test for their assessment, student scores were very consistent from semester to semester but offered insufficient insights into ways to improve student learning. Allan developed and implemented a targeted assessment of student learning of stoichiometry. The tools consist of three sets of questions (multiple-choice; formula-rich and conceptual). So far, assessment results show that students struggle the most with conceptual ("Application"- level) questions and that Chem 201 students are doing noticeably better than Chem 121 students. The work is currently focused on grading the conceptual questions of the assessment.

**Bral Spight - Business Liaison:** Has two main ongoing projects. First, addresses student performance over time across a vertical class sequence. Currently is in it's 3rd cycle. Planning to get responses from OL students as well. The main challenge was to reduce the number of tool questions in a collaborative manner. Second, is an attitudinal survey for OL Business students (designed last fall) that is piloted this semester.

### **Subcommittee work- postponed**

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

These minutes were approved by Loretta and seconded by Fernando.



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Yev Lapik (Secretary)

## Minutes for 02/28/2018

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

<p><b>Members Attending:</b>          Jen Asimow - Social &amp; Applied Sciences          Ewa Bejnarowicz - IT          Domenico Ferri - Social &amp; Applied Sciences          Todd Heldt - Library          Katelin Karlin - Library          Shawntay King - SAS/Erikson Institute          Yev Lapik - Biology          Fernando Miranda-Mendoza - Math          Carrie Nepstad - Social &amp; Applied Sciences          David Richardson - Humanities and Music          Amy Rosenquist - English          Camelia Salajejan - Math          Bral Spight - Business          Jeff Swigart - Math          Ray Tse - Physical Science          Phillip Vargas - Physical Science          Loretta Visomirskis - English          Jennifer Vogel - Advising          Paul Wandless - Art &amp; Architecture          Jacquelyn Werner – Academic Support Services          Matthew Williams - ELL and WL          Allan Wilson - Physical Science</p> <p><b>Apologies:</b>          Erica McCormack - Humanities and Music          Aigerim Bizhanova - Biology</p>	<p><b>Agenda</b></p> <ul style="list-style-type: none"> <li>● <b>Apologies for absence</b></li> <li>● <b>Review of the minutes</b></li> <li>● <b>Report from AC Chair</b></li> <li>● <b>Classroom technology survey (Ewa)</b></li> <li>● <b>Liaison updates</b></li> <li>● <b>Subcommittee Work</b></li> </ul>
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**Intro:** Carrie called the meeting to order at 3:03pm

**Apologies:** Erica McCormack and Aigerim Bizhanova sent apologies for their absence.

**Review of minutes:** 02-21-18 AC meeting minutes review was postponed due to the lack of time.

**Brief notes from AC Chair:**

- Assessment Fair, Joliet Junior College -will be reported on at the next meeting.
- The date has changed for the TLC event to **April 6th**

- ❑ Meeting with Michael Heathfield: Carrie will provide a write up on faculty and staff engagement in AC work for the HLC report.
- ❑ Meeting with Armen: Carrie will review a student engagement tool that Dr. Lopez has used in the past and is interested in using this year as an alternate to the CCSSE  
<https://www.ruffalonl.com/complete-enrollment-management/student-success/student-satisfaction-assessment/student-satisfaction-inventory>
- ❑ Meeting with District-wide Assessment Committee (with Brandon Nichols, District Director of Accreditation, Assessment, and Educational Development): general sharing, discussion of exploring shared general education objectives - interest in civic engagement and/or information literacy. Reports from some college AC chairs included unit-level assessment and liaisons. Co-curricular assessment (student services, etc.) came up; while it is not a part of the HWCAC charge, it is important and looked at by HLC.
- ❑ Meeting with Women and Gender Studies Committee: 584 students are enrolled in courses with that emphasis this semester. Put a proposal for WGS conference.
- ❑ Meeting with Committee Chairs group (FC-related): April is domestic violence awareness month.

### **Classroom technology survey (Ewa):**

Survey is ready to go to faculty members, hoping for high participation. Will survey the type of technology used, training required and services provided as well as will inquire about the tech tools needed. Will send a survey for AC members for review (as a Word document) before making it available to general faculty.

### **Liaison updates (part III):**

**Matthew Williams - ELL and WL:** Is conducting two assessment projects:

1. English language learning focused on Spanish 102. Currently collecting and analysing the data.
2. Speech assessment (for ESL students) focuses on how to create a good introduction for a speech. The project is in its planning stage: identifying and matching SLOs. Plans are in place to film student speeches for assessment analysis.

Note: **Matthew Williams is a member of the AC since 2007!!!**

**Amy Rosenquist - English:** Faced some potential challenges with departmental buy-in for several proposed projects. Currently decided to target English 102 course (multiple sections, 11 online). The course seems to have a unique problem with student retention. Student perceptions survey (adapted from Jens' online survey) is planned to be administered in the pre- and post- format to identify factors that encourage students to stay in the course.

**Domenico Ferri - Social & Applied Sciences:** Noticed a common interest in the social justice component and civic engagement across multiple courses offered at the department. Currently is in the process of screening and classifying SLOs of all the courses in three categories (that may eventually become departmental outcomes):

1. Reflection and Awareness (self and society)

Universal SLO Draft: Compare and contrast one's cultural identity with local, national, and international paradigms.

2. Examination and Critique (policy and power)

Universal SLO Draft: Analyze how and the extent to which activism has led to social and/or institutional change.

### 3. Public Activity and Engagement (action and interface)

Universal SLO Draft: Interact with community members in order to reveal chief concerns and corresponding government action.

#### **Subcommittee work:**

##### **Document Review** (Dave, Katelin, Matthew, Paul)

Established the “Supercharge” document structure. As a homework, sub-committee members will look at the Conceptual Framework and Assessment Process sections of the current Charge with an idea of integrating the two.

**Communications** - did not meet

##### **Civic Engagement** (Amy, Domenico, Todd, Jackie)

Worked on the tool for SLOs one through four. Revised SLO #5.

##### **QR Assessment Grading** (Allan, Loretta, Camelia, Fernando, Ray)

Worked on editing the QR rubric.

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

These minutes were approved a unanimous vote of AC members on 03/07/2018.



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Yev Lapik (Secretary)

## Minutes for 03/07/2018

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

<p><b>Members Attending:</b>  <i>Jennifer Asimow - Social &amp; Applied Sciences</i>  <i>Ewa Bejnarowicz - IT</i>  <i>Aigerim Bizhanova - Biology</i>  <i>Todd Heldt - Library</i>  <i>Yev Lapik - Biology</i>  <i>Erica McCormack - Humanities and Music</i>  <i>Fernando Miranda-Mendoza - Math</i>  <i>Carrie Nepstad - Social &amp; Applied Sciences</i>  <i>David Richardson – Humanities and Music</i>  <i>Amy Rosenquist - English</i>  <i>Camelia Salajejan - Math</i>  <i>Jeffrey Swigart - Math</i>  <i>Ray Tse – Physical Science</i>  <i>Phillip Vargas - Physical Science</i>  <i>Loretta Visomirskis – English</i>  <i>Jennifer Vogel - Advising</i>  <i>Paul Wandless - Art and Architecture</i>  <i>Matthew Williams - ELL and WL</i>  <i>Allan Wilson – Physical Science</i></p> <p><b>Apologies:</b>  <i>Jacquelyn Werner – Academic Support Services</i>  <i>Bral Spight - Business</i>  <i>Domenico Ferri - Social and Applied Science</i></p>	<p><b>Agenda</b></p> <ul style="list-style-type: none"> <li>● <b>Apologies for absence</b></li> <li>● <b>Review of the minutes</b></li> <li>● <b>Brief presentation: Assessment perceptions and attitudes (Carrie)</b></li> <li>● <b>Other business</b></li> <li>● <b>Subcommittee work</b></li> </ul>
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**Intro:** Carrie called the meeting to order 3:06pm

**Apologies:** Jacquelyn Werner, Katelin Karlin, and Bral Spight sent apologies for their absence.

**Review of minutes:** 02/21/2018 and 02/28/2018 (pending Domenico’s edits) AC meeting minutes were approved.

**Brief presentation: Assessment perceptions and attitudes (Carrie)**

Carrie started with having AC members playing a game that involved identification of ones’ assessment attitudes and roles with one of four animals: ostrich, parrot, kangaroo or sheep (while Todd insisted on being a meerkat).



Carrie referred to recent articles in national and education media and stated that our perceptions and ideas about assessment are impacted by our position within the process and environment of assessment:

- ❑ Assessment as measurement
- ❑ Assessment as a question-generating cycle
- ❑ Assessment in real time (difficult to do at the institutional level but possible to address at the unit-level)

Carrie reported that at the recent Assessment Fair at Joliet Junior College, the general vibe and the keynote address revolved around the idea of how we communicate out about assessment locally on campus and the significance of telling assessment data-based stories.

Carrie concluded with emphasizing the importance of ongoing discussions about assessment among AC members and other faculty.

#### **Other business:**

Phil informed that attitudinal part of the Nat Sci Assessment is being written into the STEM scholarship grant application to NSF as a tool to assess scholarship influence on student attitudes towards science.

#### **Subcommittee work:**

##### **Document Review** (Dave, Yev, Matthew, Paul)

Continued the work on consolidation of several documents into one AC “Supercharge.” Discussed the six-step process of assessment development and that there is a need to outline steps, responsibilities and outcomes for an established unit-level assessment. The focus should be on building assessment culture at individual departments, strengthening assessment-related faculty communication and generation of assessment results-based pedagogical solutions.

##### **Communications/ Propaganda** (Jen, Erica, Jennifer V., Phil)

Decided to create one-page infographic for faculty about one of the recommendations from the Nat Sci Assessment report (Phil will provide the content to Jen who will do the layout).

Also, started discussing a possibility of creating a college-wide quiz for students about Information Literacy - will be discussed further.

##### **Civic Engagement** (Amy, Todd, Carrie)

Continued finalizing revision of the SLOs and began generating ideas for a tool. Several members were absent so this subcommittee worked via email, wherein Todd created some ideas for question topics that will likely form the basis of a large portion of our tool.

##### **QR Assessment Grading** (Allan, Loretta, Camelia, Fernando, Ray, Aigerim, Jeffrey)

Finished the rubric for grading the two qualitative items, and conducted a norming session among the raters to make sure we would be consistent. We will now complete the ratings over the next few weeks.

**Adjournment and Approval of These Minutes:** The meeting adjourned at 4:03pm.

These minutes were approved by *Domenico Ferri* and seconded by *Jennifer Asimow*.



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

Yev Lapik (Secretary)

## Minutes for 03-14-2018

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

<p><b>Members Attending:</b>  <i>Viggy-Christina Alexandersson - English</i>  <i>Jennifer Asimow - Social &amp; Applied Sciences</i>  <i>Aigerim Bizhanova - Biology</i>  <i>Domenico Ferri - Social &amp; Applied Sciences</i>  <i>Todd Heldt - Library</i>  <i>Katelin Karlin - Library</i>  <i>Shawntay King - SAS/Erikson Institute</i>  <i>Yev Lapik - Biology</i>  <i>Erica McCormack - Humanities and Music</i>  <i>Fernando Miranda-Mendoza - Math</i>  <i>Carrie Nepstad - Social &amp; Applied Sciences</i>  <i>David Richardson – Humanities and Music</i>  <i>Camelia Salajejan - Math</i>  <i>Jeffrey Swigart - Math</i>  <i>Ray Tse – Physical Science</i>  <i>Loretta Visomirskis – English</i>  <i>Jennifer Vogel - Advising</i>  <i>Jacquelyn Werner – Academic Support Services</i>  <i>Matthew Williams - ELL and WL</i>  <i>Allan Wilson – Physical Science</i></p> <p><b>Honored Guests:</b>  <i>Armen Sarrafian - Office of Instruction</i>  <i>Shana Cooper - English</i></p> <p><b>Apologies:</b>  <i>Phillip Vargas - Physical Science</i>  <i>Bral Spight - Business</i>  <i>!!!Congratulations on a new baby girl!!!</i>  <i>Amy Rosenquist - English</i>  <i>Paul Wandless - Art, Architecture</i></p>	<p><b>Agenda</b></p> <ul style="list-style-type: none"> <li>● <b>Apologies for absence</b></li> <li>● <b>Review of the minutes</b></li> <li>● <b>HLC Prep Session: Armen Sarrafian</b></li> <li>● <b>Reminder: Assessment Times</b></li> </ul>
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**Intro:** Carrie called the meeting to order 3:01pm

**Apologies:** Phillip Vargas, Bral Spight, Paul Wandless, and Amy Rosenquist sent apologies for their absence.

**Review of minutes:** 03-07-2018 AC meeting minutes were approved.

## **AC HLC Prep Session:**

Armen started with overviewing the five key components of HLC evaluation process (Quality Initiative, Federal Compliance Review, Assurance Argument, Student Opinion Survey and Comprehensive Evaluation Visit) and emphasized that AC members (specifically, executive officers and committee members whose schedule permits to attend) will be invited to at least one session during the Comprehensive Evaluation Visit (component five). An important issue that can potentially come up is program-level assessment, since our Quality Initiative (component one) is focused on Program Outcomes review and has been accepted and approved in 2015. Another likely topic is “closing-the-loop” step of assessment process and specific examples of its implementation at the HWC as well as co-curricular assessment, which is not a part of the AC charge but is very important for students.

Then, AC members discussed in small groups and shared how they connect in their work to core values of the HW College Mission, and demonstrated connections to ALL seven core values among and across different disciplines represented at the AC.

The second half of the session was focused on reviewing and discussing assessment-related potential questions from the fourth Criterion for HLC Accreditation (Teaching and Learning: Evaluation and Improvement).

It came up in discussion that there is some terminology discrepancy when it comes to program-level assessment: some programs come under the unit-level assessment “umbrella” (e.g., a very well developed and assessed Child Development program), while other programs, such as AA, fall under the “umbrella” of Gen Ed assessment. There was a suggestion to have a list of existing HWC programs and their definitions, such as in the old APSA forms.

His session concluded with a discussion around “Closing the Loop” and the various ways we are currently doing that. We talked about some possibilities of disseminating of assessment data via sharing OL assessment results with SGA and getting student feedback as well as offering an Info Lit assessment recommendations-based game to the whole college.

## **Reminder:**

**Assessment Times-** all AC members receiving release time for their AC work are expected to contribute.

**Adjournment and Approval of These Minutes:** The meeting adjourned at 4:03pm.

These minutes were approved by Erica and seconded by Dom.



# Assessment Committee

Harold Washington College



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

Sarah Kakumanu (Research Analyst), Fernando Miranda-Mendoza (Research Analyst), Phillip Vargas (Research Analyst),

Yev Lapik (Secretary)

## Minutes for 03-21-2018

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

<p><b>Members Attending:</b></p> <p><i>Viggy-Christina Alexandersson - English</i>  <i>Jennifer Asimow - Social &amp; Applied Sciences</i>  <i>Ewa Bejnarowicz - IT</i>  <i>Aigerim Bizhanova - Biology</i>  <i>Shana Cooper - English</i>  <i>Domenico Ferri - Social &amp; Applied Sciences</i>  <i>Todd Heldt - Library</i>  <i>Katelin Karlin - Library</i>  <i>Yev Lapik - Biology</i>  <i>Erica McCormack - Humanities and Music</i>  <i>Fernando Miranda-Mendoza - Math</i>  <i>Carrie Nepstad - Social &amp; Applied Sciences</i>  <i>David Richardson – Humanities and Music</i>  <i>Camelia Salajejan - Math</i>  <i>Jeffrey Swigart - Math</i>  <i>Ray Tse – Physical Science</i>  <i>Phillip Vargas - Physical Science</i>  <i>Loretta Visomirskis – English</i>  <i>Jennifer Vogel - Advising</i>  <i>Paul Wandless - Art and Architecture</i>  <i>Jacquelyn Werner – Academic Support Services</i>  <i>Allan Wilson – Physical Science</i></p> <p><b>Apologies:</b></p> <p><i>Matthew Williams - ELL and WL</i>  <i>Bral Spight - Business</i></p>	<p><b>Agenda</b></p> <ul style="list-style-type: none"> <li>● <b>Apologies for absence</b></li> <li>● <b>Review of the minutes</b></li> <li>● <b>Assessment document approval (Jen)</b></li> <li>● <b>Updates from the Chair</b></li> </ul>
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**Intro:** Carrie called the meeting to order 03:04 pm

**Apologies:** *Matthew Williams* and *Bral Spight* sent apologies for their absence.

**Review of minutes:** 03-14-2018 AC meeting minutes were approved.

**Assessment document approval (Jen):**

The AC committee held a discussion on an interpretation of one of the data points in the Report on Student Perceptions of Learning in the Online Child Development classes. This data pertained to the levels of student interaction in OL vs. F2F environment. It's been noted that just because students reported similar levels of interaction in both delivery modes, it does not necessarily mean that the courses offered sufficient level of student interaction. AC members voted unanimously to approve the report with the changes discussed.

The committee also unanimously approved the Report on the Pilot Assessment of Online English 102 after Jen changed one word, abstract, to introduction.

**Updates from the Chair:**

- **TLC:** TLC Day promises to have a good mix of presenters from faculty, administrators and students) and the program is being finalized.

Carrie noted that TLC presents an excellent opportunity of linking professional development to the work of AC and the committee needs to think about how it connects and reflects in the Charge (merits Document Sub-committee attention!).

- **HLC prep debrief:** AC shared their thoughts and impressions of the HLC prep session and concluded that we expected a purely informational session and most members were not ready to be on the respondent side of the Q & A session. It was mentioned that HWC AC routinely produces a large amount of assessment data which makes it difficult for newer members to process and remember it. AC Newsletters are very informational but do not show ALL of the committee work. The earlier suggestion of an Master Impact document have been reintroduced. A need for joint AC work and discussions on assessment topics have been stated.

Members also discussed the terminology, practices and difficulties of "closing-the-loop":

- Assessment spiral rather than cycle
- Translating AC recommendations into pedagogical changes
- A role of tutors in assessment and a possibility of joint projects

**Adjournment and Approval of These Minutes:** The meeting adjourned at 04:00 pm.

These minutes were approved by a unanimous vote of the attending AC members.



# Assessment Committee

Harold Washington College



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

Sarah Kakumanu (Research Analyst), Fernando Miranda-Mendoza (Research Analyst), Phillip Vargas (Research Analyst),

Yev Lapik (Secretary)

## Minutes for 04-04-2018

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

<p><b>Members Attending:</b>  <i>Viggy-Christina Alexandersson - English</i>  <i>Jennifer Asimow - Social &amp; Applied Sciences</i>  <i>Aigerim Bizhanova - Biology</i>  <i>Shana Cooper - English</i>  <i>Domenico Ferri - Social &amp; Applied Sciences</i>  <i>Todd Heldt - Library</i>  <i>Shawntay King - SAS/Erikson Institute</i>  <i>Yev Lapik - Biology</i>  <i>Erica McCormack - Humanities and Music</i>  <i>Fernando Miranda-Mendoza - Math</i>  <i>Carrie Nepstad - Social &amp; Applied Sciences</i>  <i>David Richardson – Humanities and Music</i>  <i>Amy Rosenquist - English</i>  <i>Camelia Salajejan - Math</i>  <i>Jeffrey Swigart - Math</i>  <i>Ray Tse – Physical Science</i>  <i>Loretta Visomirskis – English</i>  <i>Jennifer Vogel - Advising</i>  <i>Paul Wandless - Art and Architecture</i>  <i>Jacquelyn Werner – Academic Support Services</i>  <i>Matthew Williams - ELL and WL</i></p> <p><b>Honored Guests:</b>  <i>Brandon Nichols- District Office (Accreditation, Assessment, Educational Development Academic &amp; Student Affairs)</i></p> <p><b>Apologies:</b>  <i>Bral Spight - Business</i>  <i>Phillip Vargas - Physical Science</i>  <i>Allan Wilson – Physical Science</i></p>	<p><b>Agenda</b></p> <ul style="list-style-type: none"> <li>● <b>Apologies for absence</b></li> <li>● <b>Review of the minutes</b></li> <li>● <b>Updates from the Chair</b></li> <li>● <b>Assessment Times</b></li> <li>● <b>Helping with 04-06-2018 TLC session</b></li> </ul>
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**Intro:** Carrie called the meeting to order 03:02pm

**Apologies:** *Bral Spight, Phillip Vargas* and *Allan Wilson* sent apologies for their absence.

**Review of minutes:** 03-21-2018 AC meeting minutes were approved.

- Brandon Nichols, the CCC District Director of Accreditation, Assessment, and Educational Development

Academic & Student Affairs, introduced himself. Brandon is currently helping HWC with preparation for the HLC accreditation (he is auditing the HWC website). Additionally, Brandon is surveying faculty needs for assistance with D2L, and is soliciting feedback on assessment needs of D2L. Carrie reminded the group that assessment functionality should be carefully thought through so we can protect the process of faculty-led, faculty-driven assessment.

Jen: D2L will have functional Learning Object Repository (LOR) where assignments (and assessment tools) can be shared and used by multiple instructors.

- **Updates from the Chair:**

- **District-wide Assessment Committee:** Carrie reported that Brandon is conducting the AC release time audit to advocate for assessment-related release time in other colleges.

This information prompted a discussion on the process of selection of the HWC AC Assessment Liaisons (especially if there are multiple interested candidates available), as well as minimum and maximum length of Assessment Liaisons (AL) appointments. Currently, the preference is for the HWC AC Liaisons to serve for at least two consecutive semesters. A number of influencing factors such as rotation points, Union agreement and funding through administrative budget have been brought up. Paul reminded the group that the AC Special Assignments are supported by the Office of Instruction and that they are not funded through department budgets. If there is an issue with two or more people requesting an AC Special Assignment, VP Sarrafian grants the final approval. The department chair is involved in the process but does not make the final approval for AC Special Assignments. Carrie stated that the HWC AC should consider revising the AC charge to address these issues.

- **Closing the Loop Survey:** Survey results can give AC ideas on better ways of closing the loop. AC members indicated that the survey is lengthy and might require advance preparation for faculty to collect internal information for the answers. Carrie stated that faculty need only answer the recommendations that are applicable and relevant to them and that, in most cases, it is likely to be just a few.
- **TLC event (April 6, 2018)**
  - \* TLC Feedback surveys will be distributed after the event.
  - \* AC member representation at all sessions has to be ensured.
  - \* Morning snacks can be brought on a volunteer basis; Carrie is providing coffee.
  - \* Carrie asked AC members to take pictures at the event.

- **Assessment Times: “Have you written your piece?”** All AC members are granted access to the Spring 2018 AT draft (link via email) and are expected to insert their pieces directly in the draft and provide comments and edits (if any) to other members pieces within that document. The draft will be finalized by the end of week 12 (the week of April 9), after which it will be closed for comments/ edits and converted into Publisher format for distribution.

**Adjournment and Approval of These Minutes:** The meeting adjourned at 03:59 pm.

These minutes were approved unanimously.



# Assessment Committee

Harold Washington College



## Executive Officers

Carrie Nepstad (Chair)

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

Sarah Kakumanu (Research Analyst), Fernando Miranda-Mendoza (Research Analyst), Phillip Vargas (Research Analyst),

Yev Lapik (Secretary)

## Minutes for 04-11-2018

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

<p><b>Members Attending:</b>  <i>Viggy-Christina Alexandersson - English</i>  <i>Jennifer Asimow - Social &amp; Applied Sciences</i>  <i>Ewa Bejnarowicz - IT</i>  <i>Aigerim Bizhanova - Biology</i>  <i>Shana Cooper - English</i>  <i>Domenico Ferri - Social &amp; Applied Sciences</i>  <i>Todd Heldt - Library</i>  <i>Yev Lapik - Biology</i>  <i>Erica McCormack - Humanities and Music</i>  <i>Fernando Miranda-Mendoza - Math</i>  <i>Carrie Nepstad - Social &amp; Applied Sciences</i>  <i>David Richardson – Humanities and Music</i>  <i>Amy Rosenquist - English</i>  <i>Camelia Salajejan - Math</i>  <i>Bral Spight - Business</i>  <i>Ray Tse – Physical Science</i>  <i>Phillip Vargas - Physical Science</i>  <i>Loretta Visomirskis – English</i>  <i>Jennifer Vogel - Advising</i>  <i>Paul Wandless - Art and Architecture</i>  <i>Jacquelyn Werner – Academic Support Services</i>  <i>Matthew Williams - ELL and WL</i>  <i>Allan Wilson – Physical Science</i></p> <p><b>Apologies:</b>  <i>Jacquelyn Werner – Academic Support Services</i>  <i>Jeffrey Swigart - Math</i>  <i>Katelin Karlin - Library</i></p>	<p><b>Agenda</b></p> <ul style="list-style-type: none"> <li>● <b>Apologies for absence</b></li> <li>● <b>Review of the minutes</b></li> <li>● <b>Assessment Times updates</b></li> <li>● <b>Chair updates</b></li> <li>● <b>Brief reflection about TLC</b></li> <li>● <b>Subcommittee work</b></li> </ul>
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**Intro:** Carrie called the meeting to order 3:04 pm

**Apologies:** Jacquelyn Werner, Katelin Karlin and Jeffrey Swigart sent apologies for their absence.

**Review of minutes:** 04-04-2018 AC meeting minutes were approved.

**Miscellaneous:** Carrie will call the building facilities to fix the clock in Rm. 1046



### **Assessment Times updates:**

The deadline for AC members to submit and edit materials in the Google Docs file is Sunday April 15, 2018 11:59pm. After that, the file will be closed for edits and converted to the newsletter format.

The image-based materials, such as photos and cartoons, should be emailed directly to ylapik@ccc.edu

The AC members also discussed a couple of AT-related options:

1. Pairing up AL to work on editing AT pieces and maintaining exchange of assessment information and ideas.
2. AL can base their reports on the pieces they wrote for AT
  - Week 14: AL report draft deadline.
  - Week 17: AL final report deadline.

### **Chair updates**

**Assessment Office Hours:** Starting April 25th and until the end of the semester Carrie will be offering office hours for faculty to discuss assessment-related topics on 2-3 pm and 4-5 pm on Wednesdays in room 1046 or nearby.

11:30-12:30 on Thursdays in room 712E (my office)

Also, a possibility of end-of-semester AC “happy hour” has been discussed.

**Next week:** Jen and Carrie are presenting at a State Early Childhood Education meeting, 2018 Gateways to Opportunity Higher Education Forum: Invest in Excellence. Wednesday April 18 to Friday April 20, 2018

and will not be present at the HWC AC meeting. AC will focus on sub-committee work that day.

**Brief reflection about TLC:** One of the main issues discussed were potential reasons behind low TLC attendance, e.g. the time of the semester, mandatory nature, a concurrent department chair /AOC meeting that sequestered a significant number of faculty. Carrie already discussed some of these issues with administration and it was conferred that this event does not have to be mandated. Other factors affecting faculty attendance will be analyzed and discussed further.

Several AC members stated that they have enjoyed the event, learned new things, and received helpful feedback from the audience.

### **Subcommittee work**

**Document Review** (Dave, Paul, Matthew, Yev): Discussed previous edits of the charge. Decided not to engage Google Docs editing until later stages. Discussed the ways different AL communicate with their corresponding departments and whether any changes should be made to the charge in that regard. Next time will start reviewing the 2nd part of the charge dealing with committee structure, membership and member roles.

**Communications** (Jen, Jennifer, Erica, Phil): Discussed the ways for the sub-committee to disseminate information that it won't get lost among other AC reports and documents available to faculty.

A conceptual issue, pertaining to programs or course sequences has been discussed as well: if students can follow a process, that does not mean that they understand the concept behind the activity.

**Civic Engagement** (Amy, Domenico, Viggy, Todd, Carrie)

Discussed a tool type (a survey with linear scale) and looked into sample questions for the CE assessment sub-committee meeting. Dom will create a draft that other sub-committee members will comment on.

**QR Assessment Grading** (Allan, Camelia, Fernando, Ray): Plan to wrap-up the grading. Discussed differences in grading and normalized the ratings.

**Adjournment and Approval of These Minutes:** The meeting adjourned at 04:03 pm. These minutes were approved by Loretta and seconded by Dom.



# Assessment Committee

Harold Washington College



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Carrie Nepstad (Chair)

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

Sarah Kakumanu (Research Analyst), Fernando Miranda-Mendoza (Research Analyst), Phillip Vargas (Research Analyst),

Yev Lapik (Secretary)

## Minutes for 04/18/2018

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

<p><b>Members Attending:</b>  <i>Viggy-Christina Alexandersson - English</i>  <i>Domenico Ferri - Social &amp; Applied Sciences</i>  <i>Todd Heldt - Library</i>  <i>Yev Lapik - Biology</i>  <i>Erica McCormack - Humanities and Music</i>  <i>Fernando Miranda-Mendoza - Math</i>  <i>David Richardson – Humanities and Music</i>  <i>Amy Rosenquist - English</i>  <i>Bral Spight - Business</i>  <i>Ray Tse – Physical Science</i>  <i>Jeffrey Swigart - Math</i>  <i>Phillip Vargas - Physical Science</i>  <i>Loretta Visomirskis – English</i>  <i>Jacquelyn Werner – Academic Support Services</i>  <i>Matthew Williams - ELL and WL</i>  <i>Allan Wilson – Physical Science</i></p> <p><b>Apologies:</b>  <i>Jennifer Asimow - Social &amp; Applied Sciences</i>  <i>Aigerim Bizhanova - Biology</i>  <i>Carrie Nepstad - Social &amp; Applied Sciences</i></p>	<p><b>Agenda</b></p> <ul style="list-style-type: none"> <li>● <b>Apologies for absence</b></li> <li>● <b>Subcommittee work</b></li> </ul>
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**Intro:** Yev called the meeting to order 03:10 pm

**Apologies:** *Jennifer Asimow, Carrie Nepstad, and Aigerim Bizhanova* sent apologies for their absence.

### Subcommittee work

**Document Review** (Dave, Matthew, Yev): Exchanged draft and comments via email. Paul sent in his comments as well. Dave is finalizing the draft to be ready for the HWCAC review.

**Communications** (Erica, Phil, Bral): Subcommittee continued discussing a conceptual issue pertaining to programs or course sequences: just because students can follow an earlier learned process in subsequent classes, that does not mean that they understand the concept(s) behind it. Also, based on recent experience with the Humanities assessment, the subcommittee discussed whether our assessment tools are

open-ended enough to allow students to select topics they are most interested in. The subcommittee would like to recommend simulation exercises (e.g. in Business context).

**Civic Engagement** (Amy, Domenico, Vigg, Todd, Jackie)

Worked on designing tool questions using information from the HLC conference Jackie recently attended and feedback from Carrie.

**QR Assessment Grading** (Jeff and Ray): The subcommittee met right before the general HWCAC and came up with a plan to re-evaluate the student responses that the graders marked as unsure before submitting the data to the analysts.

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

These minutes were approved by Loretta and seconded by Todd.



# Assessment Committee

Harold Washington College



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

Sarah Kakumanu (Research Analyst), Fernando Miranda-Mendoza (Research Analyst), Phillip Vargas (Research Analyst),

Yev Lapik (Secretary)

## Minutes for 04-25-2018

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

<p><b>Members Attending:</b></p> <p><i>Viggy-Christina Alexandersson - English</i>  <i>Jennifer Asimow - Social &amp; Applied Sciences</i>  <i>Aigerim Bizhanova - Biology</i>  <i>Shana Cooper - English</i>  <i>Domenico Ferri - Social &amp; Applied Sciences</i>  <i>Todd Heldt - Library</i>  <i>Yev Lapik - Biology</i>  <i>Fernando Miranda-Mendoza - Math</i>  <i>Carrie Nepstad - Social &amp; Applied Sciences</i>  <i>David Richardson – Humanities and Music</i>  <i>Amy Rosenquist - English</i>  <i>Camelia Salajejan - Math</i>  <i>Bral Spight - Business</i>  <i>Jeffrey Swigart - Math</i>  <i>Ray Tse – Physical Science</i>  <i>Phillip Vargas - Physical Science</i>  <i>Loretta Visomirskis – English</i>  <i>Jennifer Vogel - Advising</i>  <i>Paul Wandless - Art and Architecture</i>  <i>Jacquelyn Werner – Academic Support Services</i>  <i>Matthew Williams - ELL and WL</i>  <i>Allan Wilson – Physical Science</i></p> <p><b>Apologies:</b></p> <p><i>Erica McCormack - Humanities and Music</i></p>	<p><b>Agenda</b></p> <ul style="list-style-type: none"> <li>● <b>Apologies for absence</b></li> <li>● <b>Review of the minutes</b></li> <li>● <b>Revising AC charge</b></li> <li>● <b>Additional business</b></li> </ul>
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**Intro:** Carrie called the meeting to order 03:00pm

**Apologies:** Erica McCormack sent an apology for her absence.

**Review of minutes:** 04-18-2018 and 04-11-2018 AC meeting minutes were approved.

**Revising AC charge:** During Spring 2018 semester, AC Document subcommittee has been editing and consolidating core HWCAC documents into one comprehensive committee document. Dave overviewed the draft that now contains **HWC Mission & Assessment** section (connecting AC committee work to the new HWC Mission); reformulated the **HWC Assessment Committee Charge** section; **HWCAC Outcomes** section remained unchanged, new sections **HWC Common Definition of Assessment** and **HWCAC Processes** have been transferred from supporting documents. The latter contained a new take on the HWCAC established six-step assessment process (*Outcome Definition; Assessment Research and Design; Pilot Assessment Tools and Processes; Administer Specific Assessment; Data Analysis, Supporting Evidence-Based Change*) splitting it into two separate pathways: one, the original six-step one “For New Assessments (Gen Ed or Unit) & Revisions of Cyclical General Education Assessments” and another one “ For Established & Ongoing Assessments” (a four-step process that includes *Administer Specific Assessment; Data Analysis; Sharing with stakeholders; Supporting Evidence-Based Change*). The **HWCAC Membership and Roles** section now begins with a welcoming statement to potential members rather than with a restrictive one on who is allowed to vote and some minor adjustments have been made to duty descriptions.

During draft discussion the following key points have been raised by the AC members:

- It can be “recommended” that the UL-AL position involves a prior HWCAC membership, but mandating it would make it too restrictive.
- Most members wished to return back to one assessment process (in the **HWCAC Processes** section) but to define steps in a more general language that would include the work on established and ongoing assessments.
- It’s been noted that the document is getting lengthy and the possibility of moving most of the membership role explanations to the AC handbook has been discussed. A potential audience for the document had been discussed (new faculty, administrators, etc.). Carrie noted that she uses the document for justification of release time for the HWCAC members and for brief explanations of the committee work. Dave suggested to refer to the first paragraph of the document as “HWCAC Charge”:

“Harold Washington College is a student-centered institution that empowers all members of its community through accessible and affordable academic advancement, career development and personal enrichment.

To fulfill this mission, Harold Washington College focuses on our core values, one of which states that “We assess to improve learning.” HWC is, thus, committed to maintaining a campus culture focused on learning in which faculty, students, and administration share a common understanding of the meaning, purpose, and utility of assessment.”

... and to call the full document the “HWCAC Core Document.”

#### **Additional business: Program review**

Carrie: HWCAC relates only to the Program-level Assessment portion of the Program Review process but in the language of HWCAC, “Program” is just another unit that can be assessed. Thus, it should be under purview of UL-AL for those departments that have certificate-/degree- generating programs and language to that effect should be added to the charge. It has to be noted that UL-AL are not expected to organize, design and conduct program-level assessments but rather serve as participants and advisors to the Department and Program coordinators.

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

These minutes were approved by Phil and seconded by Dom.



# Assessment Committee

Harold Washington College



## Executive Officers

Carrie Nepstad (Chair)

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

Sarah Kakumanu (Research Analyst), Fernando Miranda-Mendoza (Research Analyst), Phillip Vargas (Research Analyst),  
Yev Lapik (Secretary)

## Minutes for 05-02-2018

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

<p><b>Members Attending:</b></p> <p><i>Viggy-Christina Alexandersson - English</i>  <i>Jennifer Asimow - Social &amp; Applied Sciences</i>  <i>Shana Cooper - English</i>  <i>Domenico Ferri - Social &amp; Applied Sciences</i>  <i>Todd Heldt - Library</i>  <i>Shawntay King - SAS/ Erikson Institute</i>  <i>Yev Lapik - Biology</i>  <i>Erica McCormack - Humanities and Music</i>  <i>Fernando Miranda-Mendoza - Math</i>  <i>Carrie Nepstad - Social &amp; Applied Sciences</i>  <i>David Richardson – Humanities and Music</i>  <i>Amy Rosenquist - English</i>  <i>Camelia Salajejan - Math</i>  <i>Bral Spight - Business/CIS</i>  <i>Jeffrey Swigart - Math</i>  <i>Phillip Vargas - Physical Science</i>  <i>Jennifer Vogel - Advising</i>  <i>Paul Wandless - Art and Architecture</i>  <i>Jacquelyn Werner – Academic Support Services</i>  <i>Matthew Williams - ELL and WL</i>  <i>Allan Wilson – Physical Science</i></p> <p><b>Apologies:</b>  <i>Aigerim Bizhanova - Biology</i>  <i>Ray Tse – Physical Science</i></p>	<p><b>Agenda</b></p> <ul style="list-style-type: none"> <li>● <b>Apologies for absence</b></li> <li>● <b>Review of the minutes</b></li> <li>● <b>Reflection on mock HLC assessment session</b></li> </ul>
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**Intro:** Carrie called the meeting to order at 03:01 pm.

**Apologies:** Aigerim Bizhanova and Ray Tse sent apologies for their absence.

**Review of minutes:** 04-25-2018 AC meeting minutes were approved.

## **Reflection on mock HLC assessment session**

The mock HLC session on assessment received glowing reviews from the mock accreditors who used the term “exalt” and the phrase “highlight of the HWC visit” to describe it. They commented on the strong faculty-driven assessment culture and assessment-driven decision-making process at HWC.

The HWC AC members present at the session praised Carrie for her in-depth answers and her preparedness for the meeting. It’s been suggested that in the future more questions can be delegated to other execs to present more balanced participation.

The questions regarding co-curricular assessment and program-level assessment came up during the mock session. It’s been reiterated that co-curricular assessment is currently outside the scope of the HWCAC charge. Also, the current view of the committee is that the presently existing HWCAC position of Program-Level Coordinator will be transformed into the position of Co-Curricular Coordinator. The Co-Curricular Coordinator will serve in advising role to specific HWC co-curricular departments (e.g., tutoring, advising, etc.) to design and drive their own assessment. Because HWCAC considers a program to be a unit of assessment, UL-AL will serve as a source of information and advice for the program-level assessments (if any) at their specific departments.

AC members who attended other mock sessions informed the committee that the topic of assessment came up at several other mock sessions, which indicates a need for the HWCAC members to be present at a variety of HLC sessions to ensure accurate answers. It’s been noted that faculty needs to have a better understanding of assessment of student learning and to clearly distinguish it from course metrics (e.g., retention rates).

- A possibility of a HLC prep session on assessment during August 2018 FDW has been discussed.
- In early Fall 2018 (perhaps at the first department meetings of the semester) UL-AL should remind their faculty the key assessment-related things to keep in mind for the HLC visit.

Jen stated that there are many right answers on how to design and conduct assessment processes at any institution (and the HLC is not expecting us to answer in one particular way). What we have works for us. For example, the fact that each UL-AL has the freedom to explore assessment targets within the range of their pedagogical and departmental interests and choose how to assess them reinforces the faculty-driven nature of assessment at our institution.

## **Other:**

This is the last HWCAC meeting of the Spring 2018 semester. The new AC charge will be available for edits until 11:59 pm Sun., May 6. The HWCAC members voted unanimously to allow the HWCAC execs to approve the charge during their last meeting of the semester (Wed., May 9, 2018).

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

These minutes were approved by Jen A. and seconded by Carrie.