



Assessment Committee

Harold Washington College



Executive Officers

Erica McCormack (Chair)

David Richardson (Vice Chair of Gen Ed Assessment), Jeffrey Swigart (Vice Chair of Unit Assessment), Yev Lapik (Consultant to Online Student Learning), Jennifer Vogel (Coordinator of Cocurricular), Fernando Miranda-Mendoza (Research Analyst), Phil Vargas (Research Analyst), Jack Whalen (Secretary/Archivist and Coordinator of Adjunct Outreach)

Minutes for 09-02-2020

3:00 PM to 4:00 PM Zoom

<p>Members Attending: <i>Ukaisha Al-Amin-English, Speech, Theater</i> <i>Ellen Goldberg—Transfer Center</i> <i>Ignatius Gomes—Biology</i> <i>Todd Heldt— Library</i> <i>Aja Humphreys – Student Activities</i> <i>Yev Lapik—Biology</i> <i>Bridgette Mahan – Business</i> <i>Erica McCormack—Humanities and Music</i> <i>Fernando Miranda-Mendoza – Mathematics</i> <i>Farahnaz Movahedzadeh – Biology</i> <i>Carrie Nepstad – Social and Applied Science</i> <i>David Richardson – Humanities and Music</i> <i>Ingrid Riedle – Social & Applied Science</i> <i>Amy Rosenquist – English, Speech, Theater</i> <i>Camelia Salajejan—Mathematics</i> <i>Tetiana Seely—SGA Representative</i> <i>Karen Smith – World Languages/ELL</i> <i>Jeffrey Swigart – Mathematics</i> <i>Ivanhoe Tejada – Art & Architecture</i> <i>Phil Vargas – Physical Science</i> <i>Loretta Visomirskis – English, Speech, Theater</i> <i>Jennifer Vogel – Advising</i> <i>Sandy Vue—Institutional Research</i> <i>Paul Wandless – Art & Architecture</i> <i>Jackie Werner –Advising</i> <i>Jack Whalen – Social & Applied Science</i> <i>Matthew Williams – World Languages/ELL</i></p> <p>Apologies: N/A</p>	<p>Agenda</p> <p>I. Welcome! and Introductions <i>[pets and babies welcome--sorry we can't provide snacks!]</i></p> <p>II. Administrative updates since spring</p> <p>III. Seeking volunteers to attend monthly "College Leadership Meeting" <i>[4th Wed of each month, 1-2 PM]</i></p> <p>IV. Protocols for requesting data analysis from Phil and Fernando for the semester</p> <p>V. Considering plans for student poll at beginning of semester (as in...now): At District, through SGA, and/or us? <i>(What would we want to learn if we arranged to do one?)</i></p> <p>VI. Any Other Business</p> <p>VII. Homework: Wash hands, wear a mask; Review the FDW PowerPoint (attached to the email), plus our Six Stages of Assessment Ask questions about anything related to assessment.</p>
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Intro: Erica called the meeting to order 03:00pm

Review of minutes: N/A

Administrative Announcements

Meetings:

Summer meetings on Budget and Communication

Over the summer, executives met with several administrators, including President Lopez and Provost Potter, to request more frequent and earlier communication between local leadership as well as district office with the Assessment Committee regarding student surveys. Both the district office and Assessment Committee are looking forward to working together and establishing stronger ongoing communication so as to not work at cross purposes or overwhelm our population with overlapping surveys coming from multiple avenues. Sandy Vue, HWC's Institutional Researcher, will be joining the committee as an important step toward better communication.

Executives also worked out this year's budget with respect to the committee. Certain roles within the committee have had changes to pay structure (stipend/release time) but most roles have been maintained. Please reach out to Erica if you have any questions.

President's Council: Yev is continuing to represent the AC at the President's Council, now renamed College Leadership Meeting. Erica mentioned that participation in the College Leadership Meeting would be a great way to bolster participation amongst committee members as well as an opportunity for shared governance. At the meeting, Bridgette, Erica, Carrie, Farah, and Jack said they, in addition to Yev, may try to attend some of the meetings. Anyone else interested (since the meetings are open to the college), please reach out to Amelia Tsang to be added to the invite list.

Introduction to Assessment

Erica provided a brief overview of the process and objectives of the Assessment Committee. In short, the Assessment Committee at HWC researches the best ways to improve student learning, providing educators like us (whether you're a classroom teacher or a staff member, you work to educate our students) with guidelines to assist students in achieving their academic goals. There are multiple levels of assessment--general education, unit, and course. The HWCAC's main focus is general education and unit level assessment.

Protocols for requesting data analysis

Fernando Miranda-Mendoza and Phil Vargas are our research analysts. They request that as project data is acquired to send it to them quickly for analysis. Also, please send data to both Fernando and Phil--in a single email--and they will divide the work amongst themselves. More complete protocol guidelines will be shared with liaisons.

Term Project Planning

Erica requested that when thinking about unit-level projects, liaisons consider the current constraints of remote learning. Also, both Erica and Jeff are available to assist with project design, so reach out, they are more than happy to help!

General Education Objectives for Fall 2020

In previous academic cycles, the Assessment Committee has taken on a singular General Education goal rather than multiple initiatives, a process that resulted in assessments that were praised during the HLC accreditation that occurred a few years ago. One critique, however, was that timing of re-assessment lagged. Similarly, while unit-level assessment offered useful, immediate feedback, application

of data--"closing the loop"--proved difficult at the GenEd level. With this in mind, Dave proposed some thoughts on projects for the term/academic year.

Diversity Appreciation Assessment

One option Dave proposed was a diversity appreciation assessment following the traditional six-stage process, citing its timeliness and relatively easy application as a result of earlier work done on the topic. The project would be deployable this semester. A second option proposed concerned building out the learning outcomes for our newly-adopted objectives and using our new four-stage inquiry-based process for GenEd that we piloted in Spring 2020 to query students about one or two questions--possibly something like what the experience has been like for students with accommodations in remote learning--or whether they even enrolled--or asking students about the racial climate and their experiences at our school.

Sandy mentioned that local administration--and also possibly district--was constructing a similar survey that seeks to better understand student safety concerns with respect to diversity. Assessment Committee members were quick to suggest collaborating on the project, if it wasn't too late to be included, highlighting the fact that racial climate impacts learning; though, reservations were voiced about conducting an "on-campus experience" survey in the time of Covid, and that because the timing between administering the first and second survey is quite lengthy, currently scheduled at an increment of four years, that comparative analysis would be problematic. Erica will follow up with Sandy, Asif, and others to see if we can be partners or if the roll-out of that assessment is already underway, which would mean that assessment should probably go another direction so as not to duplicate work and contribute to a diffusion of responses.

HOMEWORK!

Wash hands, wear a mask; Review the FDW PowerPoint (attached), plus our [Six Stages of Assessment](#) Ask questions about anything related to assessment.

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

These minutes were approved by ----- and seconded by -----



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Harold Washington College



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Minutes for 09-09-2020

3:00 PM to 4:00 PM Zoom

<p>Members Attending: <i>Ukaisha Al-Amin-English, Speech, Theater</i> <i>Roberta Anelli—Biology</i> <i>Ellen Goldberg—Transfer Center</i> <i>Ignatius Gomes—Biology</i> <i>Yev Lapik—Biology</i> <i>Mick Laymon—Humanities</i> <i>Bridgette Mahan – Business</i> <i>Erica McCormack—Humanities and Music</i> <i>Fernando Miranda-Mendoza – Mathematics</i> <i>Farahnaz Movahedzadeh – Biology</i> <i>Carrie Nepstad – Social and Applied Science</i> <i>David Richardson – Humanities and Music</i> <i>Ingrid Riedle – Social & Applied Science</i> <i>Camelia Salajejan—Mathematics</i> <i>Tetiana Seely—SGA Representative</i> <i>Ivanhoe Tejada – Art & Architecture</i> <i>Phil Vargas – Physical Science</i> <i>Loretta Visomirskis – English, Speech, Theater</i> <i>Jennifer Vogel – Advising</i> <i>Sandy Vue—Institutional Research</i> <i>Paul Wandless – Art & Architecture</i> <i>Jack Whalen – Social & Applied Science</i> <i>Matthew Williams – World Languages/ELL</i></p> <p>Apologies: N/A</p>	<p>Agenda</p> <p>I. Approve minutes from 9/2 (please review and make edits before the meeting if you can): https://drive.google.com/file/d/1Orf9Tpp1d0YF54fwNZCz4OpXP90kB5R5/view?usp=sharing</p> <p>II. Administrative meetings update</p> <p>III. Determining a General Education Roadmap and Plan of Action</p> <p>IV. Any Other Business</p> <p>V. Homework: <i>Wash hands, wear a mask. Consider which GenEd subcommittee you'll join.</i></p>
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Intro: Erica called the meeting to order 03:00pm

Review of minutes: Minutes for September 2, 2020 were approved by Paul W. and 2nd by Loretta V.

Administrative Meetings Update

Meeting w/ administration to follow-up on objectives and communication

Erica, Dave, and Sandy met with Associate Dean of Instruction Asif Wilson and Vice President Shiang-Kwei Wang to reaffirm partnership between the committee and administration. Committee members asked that prior committee work be considered by administration during planning phases of surveys and other projects linked to assessment, also making sure current work of members is represented. A second SSI (Student Satisfaction Index) survey is scheduled for Spring 2021. Sandy discussed that the HEDS Survey linked to the ILEA Equity Plan is currently scheduled for Fall 2021 and that both the objectives of the committee and administration will be considered during the development of tools.

Both Erica and Dave discussed that Dr. Wang is very interested in the work the committee conducts. Dr. Wang seeks to engage with data collection and policy. She sees her role as supportive to link committee recommendations to help implement changes more broadly across the HWC community understands the value of our work.

Human Diversity Appreciation Survey

In 2012 the Assessment Committee conducted a *Human Diversity Survey* in conjunction with Student Health Services. Tetiana mentioned that SGA conducted a recent survey on a similar topic that garnered around 500 responses. The questions were emailed to returning students at the beginning of Fall 2020. Yev proposed structuring our survey to connect with current events, while Carrie queried if disaggregation of data was a possibility. Phil discussed the ability to do so if students provide their identification numbers--something Fernando said they have done in the past.

Erica posted the "Human Diversity Assessment Goals and Outcomes" to assist members in cultivating questions for the survey (see link below). Conversation then shifted to crafting outcome verbiage. To assist with this discussion Dave posted "Proposed General Education Goals, 2020" (see link below).

Associated Documents:

Human Diversity Survey

<https://www.ccc.edu/colleges/washington/departments/Documents/hwcac/gen-ed/hwcac-gen-ed-2012div-diversity-report-full.pdf>

Proposed General Education Goals

<https://www.ccc.edu/colleges/washington/departments/Documents/hwcac/gen-ed/hwcac-gen-ed-slos-2020-proposed.pdf>

Any Other Business

N/A

Homework

*Wash hands, wear a mask. Also, Erica will **initiate** a Jamboard for members to **create** drafts of outcomes for the upcoming survey. Please **contemplate**, **investigate**, and **evaluate** questions as they are posted. This will allow us to **participate** and **communicate** more efficiently next week, something we can all **appreciate**!*

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

These minutes were approved by ----- and seconded by -----



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Minutes for 09-16-2020

3:00 PM to 4:00 PM Zoom

Members Attending:

Ukaisha Al-Amin-English, Speech, Theater
Roberta Anelli—Biology
Ellen Goldberg—Transfer Center
Ignatius Gomes—Biology
Todd Heldt— Library
Aja Humphreys – Student Activities
Yev Lapik—Biology
Mick Laymon—Humanities
Bridgette Mahan – Business
Erica McCormack—Humanities and Music
Fernando Miranda-Mendoza – Mathematics
Farahnaz Movahedzadeh – Biology
Carrie Nepstad – Social and Applied Science
David Richardson – Humanities and Music
Ingrid Riedle – Social & Applied Science
Amy Rosenquist – English, Speech, Theater
Camelia Salajejan—Mathematics
Tetiana Seely—SGA Representative
Jeffrey Swigart – Mathematics
Ivanhoe Tejada – Art & Architecture
Phil Vargas – Physical Science
Loretta Visomirskis – English, Speech, Theater
Jennifer Vogel – Advising
Paul Wandless – Art & Architecture
Jack Whalen – Social & Applied Science
Matthew Williams – World Languages/ELL

Apologies:

Sandy Vue—Institutional Research

Agenda for 9/16

- I. Approve minutes from 9/6 (please review and make edits before the meeting if you can): <https://drive.google.com/file/d/1bn9Z4LU3seeNdS-5ZCHNW797ZpRCsw0H/view?usp=sharing>
- II. Administrative meetings update
- III. Overview of Student Government Association Survey (attached)
- IV. Determining a General Education Roadmap and Plan of Action (consult https://jamboard.google.com/d/10q_nTKQbA-rHO-8E44X8kx5xovnsDIKA1Qqqq5Ozd-l/edit?usp=sharing)
- V. Any Other Business
- VI. Homework: Wash hands, wear mask. Add to the shared documents: https://jamboard.google.com/d/10q_nTKQbA-rHO-8E44X8kx5xovnsDIKA1Qqqq5Ozd-l/edit?usp=sharing

Intro: Erica called the meeting to order 03:00pm

Review of minutes: Minutes for September 2, 2020 were approved by Paul W. and 2nd by Loretta V.

Administrative Meetings Update

Meeting with Dr. Wang to discuss collaboration with Curriculum Committee

On Thursday, September 17, Erica; Gabriela Cambiasso, Chair of the Curriculum Committee; and Ivan, Curriculum Facilitator met with VP Wang and Pres. Lopez to clarify the respective missions and processes of the Assessment and Curriculum committees and to point out ways our assessment work connects to but is distinct from the Curriculum committee's work. Erica, Gabriela, and Ivan pointed out that the committees are also organized differently (with the Curriculum Committee affiliated with the Faculty Council but the Assessment Committee as a stand-alone committee) and advocated for the Chair of Curriculum committee to also get compensated with release time. They discussed how administration might be a bridge between recommendations made by the Assessment Committee and the larger college and district community.

Faculty Council Update

Faculty Council's latest message to faculty mentioned a survey in response to administrative requests, so Erica offered Stephanie Burke, Faculty Council President, committee assistance. Both Yev and Ingrid serve on Assessment as well as Faculty Council and have been helping to ensure consistent communication between Faculty Council and Assessment. The committee took the opportunity to remind each other that each of us serves as an Assessment representative when we are in other meetings, so we want to all be empowered to encourage faculty, staff, or administrators with assessment-related questions to engage with the Assessment committee for conversation and assistance as part of that process--we want to at least be aware of different surveys being planned by different stakeholders so we can take that into account when planning our assessment activities.

Overview of Student Government Association Survey

The Student Government Association (SGA) president, Tetiana Seely, presented the tool and results of a survey completed in August by 552 students (Phil noted that, with "552 responses from a population of 7028, It's 4% margin of error at 95% confidence rate (not accounting for selection biases noted)"--which is "really good"). The survey yielded information on student perceptions on various topics like the ability to manage online classes, knowledge of the "Fresh Start" program, and how much time per week students have access to spaces to complete homework. Discussion of survey results led to follow-up questions about the stigma of tutoring. Committee members will explore this topic in more detail at future meetings. Members suggested Tetiana share survey results at the State of the College and that Erica reach out to Veronica Villanueva to invite her to next week's meeting so that she can participate in that, and Erica suggested that this might be an avenue that Jennifer Vogel, as Coordinator of Cocurricular assessment, may fold into her work. .

Determining a General Education Roadmap and Plan of Action

After a brief clarification on "Old SLOs," being placeholders while we develop "New SLOs," being proposed, the committee explored how its work fits into ILEA and the Equity Plan currently underway at HWC. New General Education goals highlight capabilities and, in collaboration of current HWC objectives, focus on building from the previous "human diversity" surveys to consider more active and meaningful learning as it relates to appreciation of human diversity, and enacting equity, justice. .

In an effort to develop the conversation, Erica created a *Jamboard* for committee members to post comments and strategies for producing actionable goals. Members discussed the difference between equitable opportunities and equitable outcomes, and we reiterated discussion about why GPA was a problematic measure of learning growth for this or any other assessment.

Any Other Business

Homework

Please continue thinking about implementing new SLOs within a framework of equity. Also, beginning brainstorming ideas to discuss on the stigma of tutoring as we will be discussing the topic in the coming weeks.

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

These minutes were approved by ----- and seconded by -----



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Minutes for 09-16-2020

3:00 PM to 4:00 PM Zoom

Members Attending:

Ukaisha Al-Amin-English, Speech, Theater
Roberta Anelli—Biology
Ellen Goldberg—Transfer Center
Ignatius Gomes—Biology
Todd Heldt— Library
Yev Lapik—Biology
Mick Laymon—Humanities
Bridgette Mahan – Business
Erica McCormack—Humanities and Music
Fernando Miranda-Mendoza – Mathematics
Farahnaz Movahedzadeh – Biology
Carrie Nepstad – Social and Applied Science
David Richardson – Humanities and Music
Ingrid Riedle – Social & Applied Science
Amy Rosenquist – English, Speech, Theater
Camelia Salajejan—Mathematics
Tetiana Seely—SGA Representative
Jeffrey Swigart – Mathematics
Ivanhoe Tejada – Art & Architecture
Phil Vargas – Physical Science
Loretta Visomirskis – English, Speech, Theater
Jennifer Vogel – Advising
Sandy Vue—Institutional Research
Paul Wandless – Art & Architecture
Jack Whalen – Social & Applied Science
Matthew Williams – World Languages/ELL

Special Guests

Bernadette Limos—Strategic Initiatives
Veronica Villanueva—Academic Support

Agenda for 9/16

- I. Approve minutes from 9/16 (please review and make edits before the meeting if you can): <https://drive.google.com/file/d/11LBT80GpZc1xPWfyWL8kxFtcdcP8itl8/view?usp=sharing>
- II. Administrative meetings update
- III. Follow-up from the SGA survey discussion pertaining to tutoring
- IV. Determining a General Education Roadmap and Plan of Action (continue to consult and add to the Jamboard* https://jamboard.google.com/d/10q_nTKQbA-rHO-8E44X8kx5xovnsDIKA1Qggq5Ozd-l/edit?usp=sharing)
- V. Any Other Business
- VI. Homework: Wash hands, wear mask. Add to the shared documents

Intro: Erica called the meeting to order 03:01pm

Review of minutes: Minutes for September 16, 2020 were approved by Paul W. and 2nd by Yev L.

Administrative Meetings Update

Bi-weekly meeting with Dr. Wang

Erica, Dave, Sandy, Dean Wilson and Vice President Wang met to continue the bi-weekly meetings between the Assessment Committee and Administration. Discussion continued on how best to collaborate on the Equity Plan and student survey. Erica shared the *Jamboard* discussion as a means to show how committee discussions are developing. Erica asked members to revisit the *Jamboard* discussion to continue thinking about how to incorporate equity, justice, and diversity into the construction of new SLOs. While Erica and Dave were invited to join the Equity Planning Committee, Erica reminded members that Dave will be going on sabbatical next semester and she asked that members interested in participating in those meetings reach out to her.

Follow-up from the SGA survey discussion pertaining to tutoring

In response to a Student Government Association survey that found students would like to know more about tutoring at HWC, the Assessment Committee invited Veronica Villanueva, Coordinator of Academic Support Services, to join our discussion on tutoring at HWC. Villanueva described her role coordinating tutors and scheduling tutoring sessions with students. She explained that students have three options: scheduling a tutoring session, drop-in sessions, and sessions with tutors from Smart Thinking, a group outside of HWC.

She also took questions from committee members. Yev inquired about how to get feedback from students without having responses center on bad experiences yet providing opportunities to discuss improvements. Veronica mentioned that the students complete a feedback questionnaire after every tutoring session. Erica reminded meeting attendees that the committee is not looking to evaluate tutors, just as we don't ever evaluate faculty, but to seek ways to understand, and improve, student learning through tutoring. Jennifer Vogel and Veronica will continue the conversation through co-curricular, though anybody interested in joining the conversation can let Erica know.

Determining a General Education Roadmap and Plan of Action

Dave discussed creating a pulse survey question to send to students by mid-term. As a means to narrow the focus of questions Dave created a list of potential questions (wordsmithing to be done at a later date) via a Google Form. Committee members are to respond by Saturday so as to discuss questions next week. Dave stressed the desire for an open-ended question.

Any Other Business

The Strategic Plan

Bernadette Limos joined today to discuss participation in the College's Strategic Plan. Limos asked members to reach out with how the Assessment Committee sees its work within the six key areas that the Strategic Plan focuses. She sees value in the integration of the committee and administration moving forward over the next several years.

ECMC Project Success

Sandy discussed District's partnership with *ECMC Project Success*, a group that provides services to improve student outcomes and institutional performance. Administration will be sending emails to faculty encouraging attendance to *ECMC's* PERSIST and Super Strong workshops.

Homework

Please continue thinking about implementing new SLOs within a framework of equity.

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

These minutes were approved by ----- and seconded by -----



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Minutes for 09-30-2020

3:00 PM to 4:00 PM Zoom

Members Attending:

Ukaisha Al-Amin-English, Speech, Theater
Roberta Anelli—Biology
Ellen Goldberg—Transfer Center
Ignatius Gomes—Biology
Todd Heldt— Library
Yev Lapik—Biology
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Sandy Vue—Institutional Research
Paul Wandless – Art & Architecture
Jack Whalen – Social & Applied Science
Matthew Williams – World Languages/ELL

Special Guests

Veronica Villanueva—Academic Support

Agenda for 9/30

- I. Approve minutes from 9/23 (please review and make edits before the meeting if you can): https://drive.google.com/file/d/1yHeKqc_qLWGdD_ssqio2LCA1uBhS0ruk/view?usp=sharing
- II. Administrative meetings update
- III. Determining a General Education Roadmap and Plan of Action (review the [pulse poll survey](#) results, below)
- IV. Any Other Business
- V. Homework: Wash hands, wear mask. Review questions with clarified criteria in mind to discuss next week.

Intro: Erica called the meeting to order 03:01pm

Review of minutes: Minutes for September 23, 2020 were approved by Paul W. and 2nd by Phil V.

Administrative Meetings Update

N/A

Determining a General Education Roadmap and Plan of Action

Erica reviewed the results of the committee votes on the possible questions for the pulse survey (which we are now, as of 10/4, calling our Query Project--the first stage of the New GenEd process). The results were compiled by Dave. They highlighted the top four questions committee members voted to pose to students.

The main objectives for the conversation were to discuss how best to administer the pulse survey, what question or questions to ask, and what kind of information we hope to gather from students. Open discussion began with comments on crafting questions useful to all disciplines. Yev discussed shifting the focus of questions to be more representative of the current moment that would "dig deeper." Erica stressed that the questions from the pulse survey could be set aside and new questions could be created. Yev specified that rather than posing questions of what we do with respect to curriculum, that asking students how we can offer immediate support would be a way to dig deeper. Carrie brought up the need to provide context for students when administering the survey as a means to protect them against emotional harm. She also highlighted the importance of letting students know the purpose of our question(s) is to add support for the HWC community. Also mentioned was the importance of considering the reader—our students—when crafting questions. Ukaisha noted the importance of keeping questions open-ended.

As the meeting came to a close Erica proposed continuing this conversation next, though with members bringing a clear sense of their individual priorities. She later (on 10/4) sent an email clarifying criteria for crafting the best question for our Query Project. Those points of clarification included:

- From now on, we will call this stage our "Query Project" (*thanks, Dave*)
- This Query Project is the first stage of our new pilot GenEd process, but this Query Project is not an assessment (fear not: the Assessment Committee still conducts assessments, and what we find out here will likely inform some future assessments)
- The point of this Query Project is to integrate authentic, substantive student perspectives in our work. Once those Query Project responses are gathered, they can be analyzed and may inform the development of future assessments. This is an opportunity for us to hear from students without constraining and shaping their responses too much according to our expectations. Rather, we are trying to do the opposite--inviting their input and letting their responses shape our work.

Erica also discuss the kind of questions the committee is looking to ask:

- For the Query Project stage of our new GenEd process, *the question(s) do not have to measure student learning* (those measurable questions would be addressed in the later assessment phases of the new GenEd process). I know that's a hard idea for many of us who've been on the committee a while to wrap our head around--deep breaths, everyone!
- The question should not direct student responses or be too leading, but should first and foremost be something students can view as a true invitation to engage with us. We are genuinely interested in what their experiences are (and we want to work to make them better), so our interest in what they have to say should come through in the question.

Any Other Business

N/A

Homework

- For the reasons noted above regarding ambiguous criteria, I don't think it is fruitful for us to try to make one of those top four ranked questions be our Query Project question *just because* it was top-ranked in the poll.
- That said, the list features some great questions that we may want to give renewed attention, so I hope that you'll be prepared to share any of the questions you're most excited about from the list based on the criteria I suggested above.
- Another possibility I've been thinking about (and I should have had my act together and provided suggestions when the poll was actually being assembled--sorry) is asking students to describe an occasion and/or space when they felt most comfortable being themselves at HWC; a time when they did not feel comfortable/safe/valued being themselves at HWC; and to provide suggestions for how HWC could help them feel more consistently comfortable/safe/valued for being themselves in all HWC spaces. (on the other hand, perhaps this entails asking them to be too vulnerable...I don't know. Just adding an option to the list)
- **One question that was offered in last week's meeting that could meet these criteria was "What kind of support do you need or want or both?"**

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

These minutes were approved by ----- and seconded by -----



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Minutes for 10-07-2020

3:00 PM to 4:00 PM Zoom

Members Attending:

Ukaisha Al-Amin-English, Speech, Theater
Roberta Anelli—Biology
Ignatius Gomes—Biology
Todd Heldt— Library
Yev Lapik—Biology
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Phil Vargas – Physical Science
Loretta Visomirskis – English, Speech, Theater
Jennifer Vogel – Advising
Sandy Vue—Institutional Research
Paul Wandless – Art & Architecture
Jack Whalen – Social & Applied Science
Matthew Williams – World Languages/ELL

Special Guests

Veronica Villanueva—Academic Support

Agenda for 10/7

- I. Approve minutes from 9/30 (please review and make edits before the meeting if you can): https://drive.google.com/file/d/1M2dw01ie1DalxNKrSA_5_PiAi0ENHEJ4/view?usp=sharing
- II. Administrative meetings update
- III. New General Education Process, Stage 1: Query Project question selection
- IV. Any Other Business
- V. Homework: Wash hands, wear mask, get ready to administer the Query Project to your students and to encourage other faculty to participate

Intro: Erica called the meeting to order 03:01pm

Review of minutes: Minutes for September 30, 2020 were approved by Todd H. and 2nd by Loretta V.

Administrative Meetings Update

Erica mentioned that she is continuing with regularly scheduled meetings, though nothing pressing has been discussed.

New General Education Process, Stage 1: Query Project question selection

Dave reiterated the purpose of Query Project, explaining that the committee is completing the pre-assessment phase (really an information gathering mission to better understand how best to shape future assessments). The main goal is to invite students to tell us about their lives, for them to offer reflections on their experiences.

Deleted: assessments

With a clearer understanding of purpose, the committee reviewed the earlier survey results that listed the top questions. Roberta and Farah discussed the benefits of asking “How has HWC prepared you to communicate effectively with other cultures and ethnicities?” Specifically, Roberta liked that it reaches beyond the HWC community, towards an everyday setting. Dave responded that while a good question, one of its pitfalls is its leading nature. That is, the question assumes that HWC *has* done something.

Ingrid thought “How would you describe the racial climate at HWC?” would be an interesting and relevant question. Yev proposed “When you think about HWC in terms of “fairness,” what comes to mind?” Members discussed that both questions spoke to “pools of experience” at HWC. Yev also mentioned that for this phase it would be best to consider the ideas of proposed questions rather than specific wording, something that could be adjusted in the future. Bridgette was concerned with how “fairness” might be defined by students, that meaning might not be consistent student to student. Also mentioned was a concern that the question about “fairness” might lead to students complaining about specific teachers or assignments rather than exploring the concept through the broader lens of community.

Carrie expressed the benefits of a question posed by Erica, “Describe an occasion and/or space when you felt most comfortable being yourself at HWC, a time when you did not feel comfortable/safe/valued being yourself at HWC; and provide suggestions for how HWC could help you feel more consistently comfortable/safe/valued for being yourself in all HWC spaces.” Ukaisha commented that vaguer questions tend to feel safer for students. Erica agreed reminding committee members that our goal is honest student feedback. She also mentioned that whatever question is administered that it is important that students feel safe and that the question feels relevant.

As members continued to discuss possible questions, Dave expressed that only one question should be administered as we are already in week 7. He noted one question is hard to turn around, two questions would be more so. Erica later noted that questions members found compelling but were not administered within this survey could be used to construct an actual assessment during future phases of this or other projects.

Erica administered a quick poll of the four questions the committee narrowed down during discussion. The question “How can HWC help you to feel more comfortable/safe/valued/be yourself in all spaces?” was selected by a narrow majority, and a subcommittee of Dave, Erica, Ukaisha, and Amy was formed to finalize wording. The survey was then distributed to HWC faculty on October 12. Participating faculty will distribute to their students during week 8, requesting responses through Sun, Oct. 18.

Any Other Business

Jeff sent out an email with due dates for liaisons projects and articles for the newsletter.

Commented [1]: Technically, this happened after the meeting, so perhaps it can be marked as post-meeting note or something like that..

Homework

Wash hands, wear mask, get ready to administer the Query Project to your students and to encourage other faculty to participate so we get a representative sample of students to participate

Commented [2R1]: jeff sent the email before, so I think it's okay as any other business

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

These minutes were approved by ---- and seconded by -----



Assessment Committee

Harold Washington College



Executive Officers

Erica McCormack (Chair)

David Richardson (Vice Chair of Gen Ed Assessment), Jeffrey Swigart (Vice Chair of Unit Assessment), Yev Lapik (Consultant to Online Student Learning), Jennifer Vogel (Coordinator of Cocurricular), Fernando Miranda-Mendoza (Research Analyst), Phil Vargas (Research Analyst), Jack Whalen (Secretary/Archivist and Coordinator of Adjunct Outreach)

Minutes for 10-14-2020

3:00 PM to 4:00 PM Zoom

Members Attending:

Ukaisha Al-Amin-English, Speech, Theater
Roberta Anelli—Biology
Ignatius Gomes—Biology
Todd Heldt— Library
Yev Lapik—Biology
Bridgette Mahan – Business
Erica McCormack—Humanities and Music
Fernando Miranda-Mendoza – Mathematics
Farahnaz Movahedzadeh – Biology
Carrie Nepstad – Social and Applied Science
David Richardson – Humanities and Music
Ingrid Riedle – Social & Applied Science
Amy Rosenquist – English, Speech, Theater
Camelia Salajejan—Mathematics
Ivanhoe Tejeda – Art & Architecture
Phil Vargas – Physical Science
Veronica Villanueva—Academic Support
Loretta Visomirskis – English, Speech, Theater
Jennifer Vogel – Advising
Sandy Vue—Institutional Research
Jack Whalen – Social & Applied Science
Matthew Williams – World Languages/ELL

Apologies

Jeffrey Swigart – Mathematics
Paul Wandless – Art & Architecture

Agenda for 10/14

- I. Approve minutes from 10/7 (please review and make edits before the meeting if you can): <https://drive.google.com/file/d/1STEVTcd2NJebJz3PXrau7OJP1e1mcz8/vi?usp=sharing>
- II. Administrative meetings update
- III. Query Project update
- IV. General Education Outcomes
- V. Any Other Business
- VI. Homework: Wash hands, wear mask, remind students to complete the Query Project
<https://forms.gle/Q68peHN7zNk8gwCYA>--consider giving them time during zoom sessions and/or a small extra credit incentive if possible. Please reach out to colleagues with reminders too

Intro: Erica called the meeting to order 03:01pm

Review of minutes: Minutes for September 30, 2020 were approved by Fernando M. and 2nd by Yev L.

Administrative Meetings Update

Erica mentioned she and Dave had various meetings with administration, specifically Wang, though no meetings occurred this past week. Their next meeting is scheduled for Tuesday, October 20th. Also, last

Friday Tetiana presented the SGA student survey at the College Forum, which is different from State of the College event. Erica attended the forum and mentioned to attendees that a survey was in the works so they would be expecting the email.

Query Project question Update

Erica sent the Query Project survey out Monday. The survey was sent to faculty through the hwc-assessment email account. The email provided a template message to assist faculty administering the survey to students. As of Wednesday afternoon, there were 254 respondents. First impressions of responses show student attention to issues of physical safety. The committee hopes for a 10% response rate. The survey will close Sunday, October 18th. A special thank you to sub-committee members Erica, Dave, Ukaisha, and Amy.

Veronica had inquired, via Dave, about how best to follow-up responses to the survey. Carrie noted that because we billed the survey as anonymous that follow-up to individual students might not be possible. However, future surveys could have a follow-up option like “if you want to be contacted about your responses, please include your email address: _____”.

The committee discussed ways of reading through responses. Phil suggested looking for initial themes to create subsets. He stated that once the survey was closed that readers could find said themes within a couple hours; however, coding would take longer for grouping responses. Committee members volunteering to read responses should reach out to Erica or Dave.

General Education Outcomes

Dave shared the working document for the Assessment Committee’s eight General Education objectives. Under each objective is a list of “areas of concern”—outcomes—that frame each objective. Dave mentioned that crafting specific objectives and outcomes will provide a roadmap for when we do an assessment. Moreover, this reconfiguring seeks to create objectives and outcomes that are more applicable across disciplines.

Committee members used breakout rooms to discuss five individual objectives: Initiate, Investigate, Evaluate (Yev,), Create, and Participate. The sub-groups looked at their respective objective, reading for alignment with outcomes. Members also discussed how the objective and outcomes were meaningful to their respective disciplines.

Erica and Dave reiterated that these outcomes are for General Education level assessment. As such, overlapping usage of outcomes are likely. Also, outcomes should be content-neutral and might not be as precise as past outcomes. Program and course level outcomes will pick up on specificity.

Any Other Business

Carrie shared information on a seminar called Writing Learning Outcomes Around Social Justice, Equity and Global Citizenship. The session occurs October 23rd. Any members that attend should let Erica know so you can share during following meeting.

Liaison updates will happen in a couple future meetings--Erica and Jeff will be in touch with liaisons to schedule them.

Homework

Please communicate with team over the week to explore objectives for General Education.*

**This wasn't possible since Erica didn't capture the attendance in different breakout rooms.*

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

These minutes were approved by ----- and seconded by -----



Assessment Committee

Harold Washington College



Executive Officers

Erica McCormack (Chair)

David Richardson (Vice Chair of Gen Ed Assessment), Jeffrey Swigart (Vice Chair of Unit Assessment), Yev Lapik (Consultant to Online Student Learning), Jennifer Vogel (Coordinator of Cocurricular), Fernando Miranda-Mendoza (Research Analyst), Phil Vargas (Research Analyst), Jack Whalen (Secretary/Archivist and Coordinator of Adjunct Outreach)

Minutes for 10-14-2020

3:00 PM to 4:00 PM Zoom

<p>Members Attending: <i>Ukaisha Al-Amin-English, Speech, Theater</i> <i>Roberta Anelli—Biology</i> <i>Ignatius Gomes—Biology</i> <i>Todd Heldt— Library</i> <i>Yev Lapik—Biology</i> <i>Mick Laymon—Humanities</i> <i>Chao Lu—Mathematics</i> <i>Bridgette Mahan – Business</i> <i>Erica McCormack—Humanities and Music</i> <i>Fernando Miranda-Mendoza – Mathematics</i> <i>Farahnaz Movahedzadeh – Biology</i> <i>Carrie Nepstad – Social and Applied Science</i> <i>David Richardson – Humanities and Music</i> <i>Ingrid Riedle – Social & Applied Science</i> <i>Amy Rosenquist – English, Speech, Theater</i> <i>Camelia Salajejan—Mathematics</i> <i>Jeffrey Swigart – Mathematics</i> <i>Ivanhoe Tejada – Art & Architecture</i> <i>Phil Vargas – Physical Science</i> <i>Loretta Visomirskis – English, Speech, Theater</i> <i>Jennifer Vogel – Advising</i> <i>Sandy Vue—Institutional Research</i> <i>Paul Wandless – Art & Architecture</i> <i>Jack Whalen – Social & Applied Science</i> <i>Matthew Williams – World Languages/ELL</i></p>	<p>Agenda for 10/21 I. Approve minutes from 10/14 (please review and make edits before the meeting if you can): https://drive.google.com/file/d/1E4s5IAP69Ccsf5aGBc2RL2XvIN0xg5dh/view?usp=sharing II. Administrative meetings update III. Query Project response analysis, next steps IV. Subgroups: General Education Outcomes (see attachment) V. Any Other Business VI. Homework: Wash hands, wear mask, submit midterm grades</p>
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Intro: Erica called the meeting to order 03:01pm

Review of minutes: Minutes for October 14, 2020 were approved by David R. and Amy R.

Administrative Meetings Update

Erica and Jeff submitted forms for special assignments for next semester. While Erica is waiting to hear from admin, assignments should be accepted as they are based on an already approved budget. She also mentioned that we are coming in under budget. Erica announced several changes to membership and roles for next semester. Chao Lu will step into the Math liaison role while Camelia Salajeon takes a much-deserved break. Mick Laymon will take over as liaison for Humanities while Dave Richardson is on sabbatical. Amy Rosenquist will be a new liaison for English. Ukaisha Al-Amin will be stepping into the Vice Chair of General Education position. Lastly, Fernando Miranda-Mendoza will be stepping down from his current position as research analyst. Erica asked the committee to be mindful with data requests as there will now only be one analyst for Spring. Please reach out to Phil, Fernando, or Erica if you know someone who would be a good fit for the analyst position until Gustav Wiberg returns from his leave.

Query Project response analysis, next steps

Phil discussed preliminary results from the Query Project survey. As of Wednesday, October 21, there were 858 responses, which is roughly 11% of HWC's student population. The next step in the process is to code the responses. Because committee members will be assisting with student responses, Phil presented on the basics of coding. He discussed what coding actually is and its various structures including differences between "code," "category," and "theme." Typically, methodologies shift based on type of question being asked. Phil emphasized that coding is a judgement call and that biases do influence the organization of data. He also stated coding is cyclical, and evolves as analysis progresses. Lastly, Phil asked that volunteers reach out with preferences as better results come from interested parties. Please reach out if you would like to help read student responses!

Subgroups: General Education Outcomes

Members continued working in sub-committees to edit the proposed General Education objectives. The committee aims to draft to at least four of the eight objectives by end of term. Once objectives are finalized then the committee will decide how to best implement/use them.

Any Other Business

Over the next two weeks, Unit-Level liaisons will present updates on projects being done within departments. We will also continue working in sub-committees to edit General Education objectives.

Homework

Wash hands, wear mask, submit midterm grades. Also, please continue communicating with your sub-committee over the week as we edit General Education objectives

<https://drive.google.com/file/d/1CqUQdDfpmJbZBzyJywRDbKBrZDtLhBTz/view?usp=sharing> .

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

These minutes were approved by ----- and seconded by -----



Assessment Committee

Harold Washington College



Executive Officers

Erica McCormack (Chair)

David Richardson (Vice Chair of Gen Ed Assessment), Jeffrey Swigart (Vice Chair of Unit Assessment), Yev Lapik (Consultant to Online Student Learning), Jennifer Vogel (Coordinator of Cocurricular), Fernando Miranda-Mendoza (Research Analyst), Phil Vargas (Research Analyst), Jack Whalen (Secretary/Archivist and Coordinator of Adjunct Outreach)

Minutes for 10-28-2020

3:00 PM to 4:00 PM Zoom

<p>Members Attending: <i>Ukaisha Al-Amin-English, Speech, Theater</i> <i>Roberta Anelli—Biology</i> <i>Ignatius Gomes—Biology</i> <i>Todd Heldt— Library</i> <i>Yev Lapik—Biology</i> <i>Bridgette Mahan – Business</i> <i>Erica McCormack—Humanities and Music</i> <i>Fernando Miranda-Mendoza – Mathematics</i> <i>Farahnaz Movahedzadeh – Biology</i> <i>Carrie Nepstad – Social and Applied Science</i> <i>David Richardson – Humanities and Music</i> <i>Ingrid Riedle – Social & Applied Science</i> <i>Amy Rosenquist – English, Speech, Theater</i> <i>Camelia Salajejan—Mathematics</i> <i>Jeffrey Swigart – Mathematics</i> <i>Ivanhoe Tejada – Art & Architecture</i> <i>Iran Torres—SGA Representative</i> <i>Phil Vargas – Physical Science</i> <i>Veronica Villanueva—Academic Support</i> <i>Loretta Visomirskis – English, Speech, Theater</i> <i>Jennifer Vogel – Advising</i> <i>Jack Whalen – Social & Applied Science</i> <i>Matthew Williams – World Languages/ELL</i> <i>Paul Wandless – Art & Architecture</i></p>	<p>Agenda for 10/28 I. Approve minutes from 10/21 (please review and make edits before the meeting if you can) II. Administrative meetings update III. General Education Outcomes homework reminder IV. Query Project (student survey) coding update V. Unit Liaison Updates VI. Homework: Wash hands, wear mask. Liaisons: start drafting "Assessment Times" article. Everyone: comment/offer revisions on GenEd outcomes document.</p>
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Intro: Erica called the meeting to order 03:01pm

Review of minutes: Minutes for October 21, 2020 were approved by Paul W. and 2nd by Loretta V.

Administrative Meetings Update

Erica mentioned there were no specific Assessment meetings with VP Wang, however she did attend some meetings associated with the equity conference summit from last week. Erica shared two documents that administration will be sending out to the HWC community soon. The documents cover the equity oriented

initiatives administration will implement. The first was the Protocol for Assessing Equity-Mindedness: https://cue.usc.edu/files/2017/02/CUE-Protocol-Workbook-Final_Web.pdf and the second was the Equity-Minded Syllabus Review, which is a checklist for drafting more equitable syllabi. https://whova.com/xems/whova_backend/get_event_s3_file_api/?event_id=ileas_202003&file_url=https://d1keuthy5s86c8.cloudfront.net/static/ems/upload/files/zgwmv_Syllabus_Review_Summer2020.pdf&eventkey=04f319ef5e05b1d37aa71fb0dc5ecadb9315af29e00c3c9316a35317226f3c0. These will be shared by Dean Wilson for next semester. The virtual summit had relevant sessions for Assessment Committee. One particular session focused on equity in the faculty hiring process, and another session led by Dr. Estela Bensimon, professor of higher education at USC, focused on syllabus review. Ivan found the session on syllabus review helpful in thinking about the document not so much as a tool/contract, but rather as a document that is supportive for students. Carrie was reminded about how the meaning of terms, such as Outcome, can vary a lot across disciplines and institutions. She discussed the importance of keeping variance in mind with terminology. This can often happen between administration and faculty.

General Education Outcomes homework reminder

Dave asked committee members to continue working with groups outside meetings (<https://drive.google.com/file/d/1CqUQdDfpmJbZBzyJywRDbKBrZDtLhBTz/view?usp=sharing>).

While Dave sees the editing of the General Education Objectives as an ongoing project, he would like a presentable draft by the end of November. He also encouraged members to work outside of their particular group's outcomes. The center point of focus while editing outcomes is to develop measurable descriptions of student learning outcomes that are applicable across disciplines. Consider what students should be able to do as a result of a HWC education, broadly. Carrie reinforced this idea, speaking to the "general" nature of General Education outcomes.

Query Project (student survey) coding update

Faculty volunteers have begun coding. Phil provided helpful feedback for improving the coding approach as some committee members have found difficulty in the process. Phil stressed that specificity is important early in the process. The placement of responses into categories comes later in the process once an initial round of review is completed. Phil also recommended to put the code and category next to one another in the spreadsheet. Phil and Fernando requested an update on coding from committee members in the next few days.

Unit Liaison Updates

Biology liaison Farah Movahedzadeh's research idea emerged from a survey administered in 2013-14-15 that asked students what their goal was for taking the course, and how does the course fit into their life. Importantly, Farah asked students indirect assessment of what actions they believe led to success in the course. Half way through the term, Farah asked students to reflect on successes. She also measured transfer rates to 4-year institutions, looking at students who earned a C or higher. Farah's current project explores student motivations for completing the course. She is using personal emails of students who have graduated from HWC to ask why they feel they were successful in the course once it was completed. She wants to connect that indirect assessment data with construction of learning outcomes.

Social Science liaison Ingrid Riedle is conducting a political participation assessment. Her main objective is to understand how faculty create courses that make the political realm accessible for students. She seeks to discern the level of political confidence students acquire while taking courses in the department. Ingrid's project shifts from earlier inquiries of what students are doing to increase political participation to what learning opportunities are being offered in the department. She created a survey to look at student familiarity of events. Larger questions that motivate the project include: How do events fit into

our historical context of discipline? Do we realize how events affect students? Do we ourselves participate in the political process? Do we provide analytical tools for students to navigate political situations, and which ones? Creating department awareness. Ingrid administered a pilot survey to 75 students this week. The survey consisted of three multiple-choice and one short answer prompts. The multiple-choice questions asked: How familiar with political events were you before you coming to HWC? How familiar are you after HWC? In your Social Science courses overall, how often are current events addressed? Any specific examples? She will extend that pilot to other instructors' courses in the SAS department.

Art and Architecture liaison Paul is piloting a terminology assessment in his 3D design class. He is assessing how well students are able to recognize terms and words when looking at an artwork (sculpture). Assessments are designed for students to apply relevant words with the image. Paul mentioned that the course has yet to be assessed.

Any Other Business

N/A

Homework

Wash hands, wear mask. **Liaisons:** start drafting "Assessment Times" article. **Everyone:** comment/offer revisions on General Education Document.

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

These minutes were approved by and seconded by



Assessment Committee

Harold Washington College



Executive Officers

Erica McCormack (Chair)

David Richardson (Vice Chair of Gen Ed Assessment), Jeffrey Swigart (Vice Chair of Unit Assessment), Yev Lapik (Consultant to Online Student Learning), Jennifer Vogel (Coordinator of Cocurricular), Fernando Miranda-Mendoza (Research Analyst), Phil Vargas (Research Analyst), Jack Whalen (Secretary/Archivist and Coordinator of Adjunct Outreach)

Minutes for 11-04-2020

3:00 PM to 4:00 PM Zoom

<p>Members Attending: <i>Ukaisha Al-Amin-English, Speech, Theater</i> <i>Viggy Alexandersson—Wilbur Wright: English</i> <i>Roberta Anelli—Biology</i> <i>Ignatius Gomes—Biology</i> <i>Todd Heldt— Library</i> <i>Yev Lapik—Biology</i> <i>Bridgette Mahan – Business</i> <i>Erica McCormack—Humanities and Music</i> <i>Fernando Miranda-Mendoza – Mathematics</i> <i>Farahnaz Movahedzadeh – Biology</i> <i>Carrie Nepstad – Social and Applied Science</i> <i>David Richardson – Humanities and Music</i> <i>Ingrid Riedle – Social & Applied Science</i> <i>Amy Rosenquist – English, Speech, Theater</i> <i>Camelia Salajejan—Mathematics</i> <i>Tetiana Seely--Student Government</i> <i>Jeffrey Swigart – Mathematics</i> <i>Ivanhoe Tejeda – Art & Architecture</i> <i>Iran Torres—SGA Representative</i> <i>Phil Vargas – Physical Science</i> <i>Veronica Villanueva—Academic Support</i> <i>Loretta Visomirskis – English, Speech, Theater</i> <i>Jennifer Vogel – Advising</i> <i>Jack Whalen – Social & Applied Science</i> <i>Matthew Williams – World Languages/ELL</i> <i>Paul Wandless – Art & Architecture</i></p>	<p>Agenda for 11/4</p> <p>I. Approve minutes from 10/28: https://drive.google.com/file/d/19i7nMMLhVyFkBFIn8bpu73NdftMLYajq/view?usp=sharing</p> <p>II. Check in</p> <p>III. Unit Liaison Updates</p> <p>IV. Homework: Wash hands, wear mask, care for yourself and others. The assessment-related homework assignments are: 1-Continue editing General Education Outcomes 2-If you volunteered to code, continue and reach out to Phil or Fernando with questions 3-If writing an article for <i>Assessment Times</i> continue working on a draft to be submitted by Friday, November 13.</p>
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Intro: Erica called the meeting to order 03:01pm

Review of minutes: Minutes for October 28, 2020 were approved by Yev L. and 2nd by Tetiana S.

Check-ins

Committee members checked-in with each other concerning tensions around Covid-19 and the election. Some members discussed creating space within courses for students to discuss these same issues and receive support from their community.

Unit Liaison Updates

Phil—Physical Science

Phil discussed his current project with the committee. Phil mentioned that last year his objectives were to redesign/define SLOs at both the general and classroom levels. Phil completed the majority of the project, with codifying outcomes into master syllabi. However, because of Covid-19 and the department's lab-oriented courses, Phil decided changing syllabi during a period of remote learning would not be beneficial. This semester Phil has focused on the research and design of the tool. Physical Science tends to use the Larson's Scientific Reasoning tool, and Phil plans to use it in conjunction with Brightspace to better deliver it to the entirety of the department. Phil looked to ACT prep questions to design a problem to be distributed across multiple disciplines within the department. He plans to pilot the question and the end of the term and will officially run next semester. The tool will be scalable and is not content driven. The tool will be made available to faculty, though will not automatically be placed in course shells.

Ukaisha—English, Speech, and Theater

Ukaisha is continuing Kristin's project from last semester of assessing student understanding of rhetorical knowledge within the Composition sequence—English 96, 101, and 102. Kristin had developed a "decision tool" for scoring audience and purpose. However, the pool of students that had gone through the entire sequence and participated in the assessment was quite small, making a project that considers the entire sequence statistically irrelevant. Ukaisha is comparing the "decision tool" to the department scoring sheet to understand how students apply rhetorical techniques. Ukaisha's goal is to revise the department sheet so that it is more functional and attractive to professors that often use other rubrics alongside the department sheet. It seems to be good timing for the project as the department is looking to align rubrics. Ukaisha will collect data from her English 102 courses this semester and bring the projects together to make sense of the various data sets available.

Camelia—Mathematics

Camelia is working on an assessment for college algebra, specifically solving polynomial equation inequalities. This assessment began in Spring 2019. The assessment consists of four exercises for solving a quadratic equation and inequality. One pitfall of using Google Forms was that students were unable to show their work. Because the assessment has continued from Spring 2019, Camelia hopes to understand how Covid-19 may have affected the assessment. Camelia found students had difficulty solving inequalities. Similar to Phil's objectives, Camelia is looking to unify master syllabi within the department and across district.

Next week the committee will hear from Dave, Matthew, Bridgette, and Samar.

Any Other Business

N/A

Homework

Wash hands, wear mask. **Liaisons:** start drafting "Assessment Times" article. **Everyone:** comment/offer revisions on General Education Document.

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

These minutes were approved by and seconded by



Assessment Committee

Harold Washington College



Executive Officers

Erica McCormack (Chair)

David Richardson (Vice Chair of Gen Ed Assessment), Jeffrey Swigart (Vice Chair of Unit Assessment), Yev Lapik (Consultant to Online Student Learning), Jennifer Vogel (Coordinator of Cocurricular), Fernando Miranda-Mendoza (Research Analyst), Phil Vargas (Research Analyst), Jack Whalen (Secretary/Archivist and Coordinator of Adjunct Outreach)

Minutes for 11-11-2020

3:00 PM to 4:00 PM Zoom

<p>Members Attending: <i>Ukaisha Al-Amin-English, Speech, Theater</i> <i>Roberta Anelli—Biology</i> <i>Ignatius Gomes—Biology</i> <i>Todd Heldt— Library</i> <i>Yev Lapik—Biology</i> <i>Chao Lu—Admin</i> <i>Bridgette Mahan – Business</i> <i>Erica McCormack—Humanities and Music</i> <i>Fernando Miranda-Mendoza – Mathematics</i> <i>Farahnaz Movahedzadeh – Biology</i> <i>Carrie Nepstad – Social and Applied Science</i> <i>David Richardson – Humanities and Music</i> <i>Ingrid Riedle – Social & Applied Science</i> <i>Amy Rosenquist – English, Speech, Theater</i> <i>Camelia Salajejan—Mathematics</i> <i>Tetiana Seely--Student Government Association</i> <i>Karen Smith—English</i> <i>Jeffrey Swigart – Mathematics</i> <i>Ivanhoe Tejada – Art & Architecture</i> <i>Phil Vargas – Physical Science</i> <i>Veronica Villanueva—Academic Support</i> <i>Loretta Visomirskis – English, Speech, Theater</i> <i>Sandy Vue—Administration</i> <i>Jennifer Vogel – Advising</i> <i>Jack Whalen – Social & Applied Science</i> <i>Matthew Williams – World Languages/ELL</i> <i>Paul Wandless – Art & Architecture</i></p>	<p>Agenda for 11/11 I. Approve minutes from 11/4 (please review and make edits before the meeting if you can) https://drive.google.com/file/d/1MR5c1tXBCrr5sO2ktH_-TtV-QHu_ro5q/view?usp=sharing II. Administrative meetings update III. Unit Liaison Updates: Bridgette (Business), Dave (Humanities & Music), Samar (Physical Science), Matthew (World Languages/ELL) IV. Homework: Wash hands, wear mask, take care of yourself and each other. Liaisons: continue drafting "Assessment Times" article to submit draft by Fri Nov. 13 https://docs.google.com/document/d/1ENcbpYpuRCHSuEvQSeYjSbwZtlJQul-XcENYD2DzIsc/edit?usp=sharing Volunteer Coders: Aim to complete the coding on the Query Project data by Friday. Nov. 13; or email Phil and Fernando to let them know what you think your timeline looks like so they know if they need to move forward without your data. [if you need a small extension on your article in order to complete the data set, please let Erica know] Everyone: comment/offer revisions on GenEd outcomes document https://drive.google.com/file/d/1CqUQdDfpmJbZBzlywRDdbKBrZDtLhBTz/view?usp=sharing .</p>
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Intro: Erica called the meeting to order 03:01pm

Review of minutes: Minutes for November 4, 2020 were approved by Paul W. and 2nd by Ukaisha A.

Administrative Meetings Update

Erica will be meeting with VP Wang next week. VP Wang did reach out for volunteers for the newly-established HWC Online Committee. The committee was formed since each college will now offer online courses. Previously, HWC was the only college through which all CCC online courses were offered. Anyone with online certification can join the committee. The committee will work on course and program development, including online learning strategies. VP Wang is looking for faculty representation, and meetings will be held bi-weekly.

Unit Liaison Updates

Matthew—World Languages/ELL

Matthew is continuing a project that assists students with formative self-assessment of French vowel pronunciation. Matthew is using a Spectrogram to measure sound with hertz, offering a visual component that shows intensity of vocal cord vibration. Matthew went through sounds and explained how sounds are created with movement of tongue. Students can review native French speaker's spectrogram readings and compare those with their own to gain a visual understanding to supplement their auditory sense of how close their vowel production is to the native speakers.' Matthew went through a sample Spectrogram explaining how to read data. In addition to vowels, the consonant R is also being considered for the project, though movements within voice tracts vary between vowels and consonants.

Erica asked whether the Spectrograph examples were all based on male speakers and if that discrepancy in male and female sound production presents an additional challenge for female students and therefore constitutes a barrier to equity. Matthew responded that while samples are all from native male speakers, some female students with ties to the World Languages department are native francophones who may assist by recording examples of spectrograms. These recordings would better enable female students to compare their sound production to that of a native speaker.

Bridgette—Business

Bridgette spoke on two upcoming accreditations in the Business department, the American Bar Association for the HWC Paralegal Program and re-accreditation by the Council for Business Schools and Programs. Associated documentation will be submitted by the end of 2020 and the institutions will conduct site visits in 2021. Bridgette explained the importance of external accreditation as a means to justify programs. She also mentioned the role of meeting the needs of stakeholders within the accreditation process.

Dave—Humanities and Music

Dave discussed two projects underway in the Humanities and Music department. The first involves students pursuing AFA in Music Education or Music Performance degrees. Students take private instruction during the term and conclude with a juried performance that is then rated against program-level outcomes, hopefully tracking a student's growth as a musician through the four-course-sequence. Spring juries were disrupted by the abrupt shift to Emergency Remote Instruction, so juries were conducted by 35 of 64 students who completed private instruction. Not all juries were fully staffed as a result of Covid. Dave mentioned that the crucial element of Sight Reading, which had made steady and substantial progress in over previous semesters, was back to being tested rarely. This has been shared with the department, and music faculty in particular, to encourage increased communication reinforcing the importance of sight reading for all applied music students and to determine a workable procedure for staffing juries via zoom.

The other project is being conducted in Philosophy courses. Dave is applying the methods of Sandra McGuire to analyze correlations between study practices and test results. Dave asked students about their study habits, providing a yes/no response question. The first set of responses did not show much of a correlation, though it seemed to be the result of how students answered survey questions. Dave added a third choice, "sometimes but not consistently," and results showed a stronger correlation. In looking at classes together, Dave found a correlation between higher rates of "yes" responses, and higher rates of a corresponding grade.

Samar—English

Erica will send out Samar's pre-recorded update this week.

Any Other Business

Yev was elected Faculty Council President! Congrats, Yev! Fernando and Allan are new members of Faculty Council! Thank you all for representing faculty so phenomenally! And thank you, Samar, for your service on Faculty Council as your term comes to a close.

Phil and Fernando requested that those volunteering to code survey responses Phil and Fernando send results by Friday. Drafts of liaison articles for Assessment Times are also Friday, if doing both prioritize coding.

Homework

Wash hands, wear mask. **Liaisons:** start drafting "Assessment Times" article. **Everyone:** comment/offer revisions on General Education Document.

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

These minutes were approved by and seconded by



Assessment Committee

Harold Washington College



Executive Officers

Erica McCormack (Chair)

David Richardson (Vice Chair of Gen Ed Assessment), Jeffrey Swigart (Vice Chair of Unit Assessment), Yev Lapik (Consultant to Online Student Learning), Jennifer Vogel (Coordinator of Cocurricular), Fernando Miranda-Mendoza (Research Analyst), Phil Vargas (Research Analyst), Jack Whalen (Secretary/Archivist and Coordinator of Adjunct Outreach)

Minutes for 11-18-2020

3:00 PM to 4:00 PM Zoom

Members Attending:

Ukaisha Al-Amin-English, Speech, Theater
Roberta Anelli—Biology
Ignatius Gomes—Biology
Todd Heldt— Library
Yev Lapik—Biology
Chao Lu—Admin
Bridgette Mahan – Business
Erica McCormack—Humanities and Music
Fernando Miranda-Mendoza – Mathematics
Farahnaz Movahedzadeh – Biology
Carrie Nepstad – Social and Applied Science
David Richardson – Humanities and Music
Ingrid Riedle – Social & Applied Science
Amy Rosenquist – English, Speech, Theater
Camelia Salajejan—Mathematics
Bara Sarraj--Biology
Tetiana Seely--Student Government Association
Karen Smith—English
Jeffrey Swigart – Mathematics
Ivanhoe Tejada – Art & Architecture
Iran Torres—SGA Representative
Phil Vargas – Physical Science
Veronica Villanueva—Academic Support
Loretta Visomirskis – English, Speech, Theater
Sandy Vue—Administration
Jennifer Vogel – Advising
Jack Whalen – Social & Applied Science
Matthew Williams – World Languages/ELL
Paul Wandless – Art & Architecture

Agenda for 11/18

I. Approve minutes from 11/11 (please review and make edits before the meeting if you

can) <https://drive.google.com/file/d/1TldME1JNYWJzX9aGntFkiyy63OdvCOj4/view?usp=sharing>

II. Assessment Times update

III. Query Project data update

IV. General Education Outcomes revisions

V. Homework: Wash hands, wear mask, take care of yourself and each other.

Liaisons: accept edits and revise "assessment times" articles by this **Sat,**

Nov. 21

<https://docs.google.com/document/d/1ENcbpYpuRCHSuEvQSeYjSbwZtIJQuI-XcENYD2DzIsc/edit?usp=sharing>

Everyone: comment/offer revisions on GenEd outcomes

document <https://drive.google.com/file/d/1CqUQdDfpmJbZBzyJywRDdbKBrZDtLhBTz/view?usp=sharing> .

Intro: Erica called the meeting to order 03:01pm

Review of minutes: Minutes for November 11, 2020 were approved by Fernando M. and 2nd by Loretta V.

Assessment Times Update

The *Assessment Times* is an opportunity to share the work we are currently doing in committee. As of now, Jeff has been editing, and revisions should be finalized by this Saturday. We will then configure articles and send the newsletter out around Thanksgiving. Fernando added some great cartoon visuals. If you attended the Equity Summit, please consider including your reflections of the event.

Query Project data update

Phil and Fernando discussed incoming information and anticipate exploring data further over the next couple weeks. Phil asked committee members still compiling data to reach out to him with an update. Erica found increased appreciation for the complexity of the data analyst role. Based on raw data, there were more usable responses than the Spring 2020 survey. Lots of responses spoke to virtual delivery of courses.

Student responses also included feedback on instruction and the timeliness of email response by faculty. Dave compiled data with an eye towards comment/complaint. He noted that 46% of responses were three sentences or longer. The implications of which include that the question led to in-depth student responses. The majority of responses expressed satisfaction, while 25% mentioned complaints. More than half of the responses had suggestions. The committee was reminded that while the survey was not an assessment, it is important to take advantage of content that is interesting, and responses that were affecting testimonials. Dave also suggested sending a feedback response, to confirm to students that the info is being reviewed. Fernando mentioned safety was used a lot and was associated with the pandemic. Others were surprised to hear students calling for more security, especially given the movements to defund police. However, fewer students expressed thoughts about their sense of safety and belonging tied specifically to identity categories like race, gender, religion, and disability. (This doesn't mean that these issues are not important to students...just that fewer students either interpreted or chose to respond to the question in those terms).

General Education Outcomes revisions

The committee continued editing the General Education outcomes. Both Ukaisha and Fernando have made several suggestions. After today, Dave will review and see how close we are to finishing the first five outcomes. If they are completed then we can move forward towards the last three. Revisions continued through the weekend and a newly drafted document (edits included) will be reviewed next week.

Any Other Business

Erica asked the committee to consider whether to conduct another query project next semester. An associated discussion will be had at a future committee meeting.

Homework

Wash hands, wear mask. **Liaisons:** start drafting "Assessment Times" article. **Everyone:** comment/offer revisions on General Education Document.

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

These minutes were approved by _____ and seconded by _____



Assessment Committee

Harold Washington College



Executive Officers

Erica McCormack (Chair)

David Richardson (Vice Chair of Gen Ed Assessment), Jeffrey Swigart (Vice Chair of Unit Assessment), Yev Lapik (Consultant to Online Student Learning), Jennifer Vogel (Coordinator of Cocurricular), Fernando Miranda-Mendoza (Research Analyst), Phil Vargas (Research Analyst), Jack Whalen (Secretary/Archivist and Coordinator of Adjunct Outreach)

Minutes for 11-25-2020

3:00 PM to 4:00 PM Zoom

<p>Members Attending: <i>Ukaisha Al-Amin-English, Speech, Theater</i> <i>Roberta Anelli—Biology</i> <i>Ellen Goldberg--Transfer</i> <i>Ignatius Gomes—Biology</i> <i>Todd Heldt— Library</i> <i>Yev Lapik—Biology</i> <i>Bridgette Mahan – Business</i> <i>Erica McCormack—Humanities and Music</i> <i>Fernando Miranda-Mendoza – Mathematics</i> <i>Farahnaz Movahedzadeh – Biology</i> <i>Carrie Nepstad – Social and Applied Science</i> <i>David Richardson – Humanities and Music</i> <i>Ingrid Riedle – Social & Applied Science</i> <i>Amy Rosenquist – English, Speech, Theater</i> <i>Camelia Salajejan—Mathematics</i> <i>Tetiana Seely--Student Government Association</i> <i>Jeffrey Swigart – Mathematics</i> <i>Loretta Visomirskis – English, Speech, Theater</i> <i>Sandy Vue—Administration</i> <i>Jennifer Vogel – Advising</i> <i>Jack Whalen – Social & Applied Science</i> <i>Matthew Williams – World Languages/ELL</i> <i>Paul Wandless – Art & Architecture</i></p>	<p>Agenda for 11/25 I. Approve minutes from 11/18 (please review and make edits before the meeting if you can) https://drive.google.com/file/d/1C1G1CrwqL7gg7eLs0-wwHTlcOPKlvmbbe/view?usp=sharing II. Assessment Times update III. Query Project data update IV. General Education Outcomes revisions V. Homework: Wash hands, wear mask, take care of yourself and each other.</p>
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Intro: Erica called the meeting to order 03:04pm

Review of minutes: Minutes for November 18, 2020 were approved by Paul W. and 2nd by Amy R.

Assessment Times Update

Erica thanked everyone for submitting articles, including liaisons, coordinators, and analysts. She also thanked everyone for making edits and asked committee members to resolve edits in the google doc by

Wednesday night. Erica will be Newsletter formatting the newsletter over the weekend and is looking to send out by Monday.

Committee members discussed whether to include student responses in the newsletter. Members suggested that including a couple anonymous responses that would not be identifiable to a specific student could be appropriate. SGA representative Tetiana also suggested paraphrasing responses. Yev also made a comment, suggesting using a Word Cloud to generalize responses. Erica stated her reluctance to paraphrase and got committee approval through a poll to use carefully-selected excerpts from student responses if they would be helpful to intersperse with other articles and cartoons.

Query Project data update

Fernando said that Phil is continuing to work on data, though committee members can still send in comments.

General Education Outcomes revisions

Dave reviewed revisions to the General Education Objectives. Dave sought to balance learner-friendly language with measurable specificity, while simultaneously creating outcomes that were generally applicable and that blended content, procedure, and conditional knowledge. The committee reviewed seven of the outcomes, commenting on the associated objectives: Initiate, Investigate, Evaluate, Create, Participate, Appreciate, and Communicate. Comments centered on fine-tuning definitions and listed objectives. One conversation that occurred surrounded “Communicate” and how the various ways of communication might apply to the outcome. Originally the outcome had two lists, “Writing” and “Oral.” Members found that because of overlap between the two groups and the importance of other forms of communication, such as visual and non-verbal communication, blending the two lists to enumerate outcomes we’d expect to see, regardless of form, would be beneficial.

Any Other Business

Homework

Wash hands, wear mask, make those final edits to the *Assessment Times* drafts!

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

These minutes were approved by _____ and seconded by _____



Assessment Committee

Harold Washington College



Executive Officers

Erica McCormack (Chair)

David Richardson (Vice Chair of Gen Ed Assessment), Jeffrey Swigart (Vice Chair of Unit Assessment), Yev Lapik (Consultant to Online Student Learning), Jennifer Vogel (Coordinator of Cocurricular), Fernando Miranda-Mendoza (Research Analyst), Phil Vargas (Research Analyst), Jack Whalen (Secretary/Archivist and Coordinator of Adjunct Outreach)

Minutes for 12-02-2020

3:00 PM to 4:00 PM Zoom

Members Attending:

Ukaisha Al-Amin-English, Speech, Theater
Roberta Anelli—Biology
Ignatius Gomes—Biology
Todd Heldt— Library
Yev Lapik—Biology
Erica McCormack—Humanities and Music
Fernando Miranda-Mendoza – Mathematics
Farahnaz Movahedzadeh – Biology
Carrie Nepstad – Social and Applied Science
David Richardson – Humanities and Music
Ingrid Riedle – Social & Applied Science
Amy Rosenquist – English, Speech, Theater
Camelia Salajejan—Mathematics
Tetiana Seely--Student Government Association
Jeffrey Swigart – Mathematics
Phil Vargas – Physical Science
Loretta Visomirskis – English, Speech, Theater
Sandy Vue—Administration
Jennifer Vogel – Advising
Jack Whalen – Social & Applied Science
Matthew Williams – World Languages/ELL
Paul Wandless – Art & Architecture

Agenda for 12/2

- I. Approve minutes from 11/25 (please review and make edits before the meeting if you can) <https://drive.google.com/file/d/1uBtmoM5KSODOh70Y-MZIV992Jxo7065/view?usp=sharing>
- II. Administrative updates
- III. Query Project data update
- IV. General Education Outcomes revisions
- V. Homework: Wash hands, wear mask, take care of yourself and each other.

Intro: Erica called the meeting to order 03:02pm

Review of minutes: Minutes for November 25, 2020 were approved by Ukaisha A. and 2nd by Paul W.

Administrative Updates

Assessment Times Newsletter

The committee newsletter, *Assessment Times*, was sent out on Monday, November 30. The newsletter was not sent out to students. Erica stated that she wanted to send students information about the Query Project in a more completed form. That said, the newsletter was distributed to all faculty, staff,

and administrators. President Lopez reached out with positive feedback. He was impressed with the productivity of the committee given the constraints associated with the pandemic. He also stated interest in the Query Project and how it may better serve our students. Erica thanked everyone for their work on the newsletter and discussed that reading the newsletter is a good way to learn from each other, as the existing projects that have been implemented at program and other unit-levels in certain departments may offer a helpful template for other departments to follow. Erica reminded the committee members that the Spring deliverable for liaisons is a final report, rather than a newsletter article.

Administrative Meetings

Erica, Dave, and Sandy met with Dean Wilson and Vice President Wang. They discussed current assessment projects at HWC and throughout the district. Leadership would like departments to look ahead to upcoming accreditation requirements and how they are related to assessment. Erica reminded members with upcoming accreditations to reach out for assistance with designing rubrics or data collection. The committee is here to help but most of the actual work has to be done within the departments with those programs. A reminder was also given that the re-accreditation report is due in 2022. A likely early emphasis will be on "Master Syllabi." Sandy explained that because HWC is on the open pathway with HLC, part of the process involves a quality initiative and reassurance report.

Query Project data update

Phil is approaching the collected data from the survey as a frequency problem. That is, how often certain ideas show up in the responses. Phil used Stanford Natural Language processing to pull out more meaningful information. Of the forty-four thousand words that make up the responses, Phil looked at nouns to figure out what topics students found most important. One concept that received a lot of attention was "college." Phil positively noted that the term appeared in 60% of responses which shows that students took the survey seriously and thoughtfully pondered the question. Other terms that appeared often were "student" "course/class" and "instructional time." Erica asked about transforming data into actionable recommendations. She also asked about what preliminary findings to share. Phil recommended highlighting four to five main points, and perhaps some bullet points with suggestions. Phil will send out that information next week.

General Education Outcomes revisions

Any Other Business

Farah reminded members about the formation of the Online Learning Committee at HWC. Erica mentioned that Phil, Yev, and Bridgette will be involved in the committee. The committee will be run by Dean Asif Wilson and Prof. Adriana Tapanes-Inojosa.

Shout Outs!!!!

Thank you to all of the committee members for their hard work, especially during these difficult times. Thanks and best wishes to Camelia, and Fernando, as they move away from committee roles they've held for several semesters. The committee thanks Dave and Farah, both of whom will be on sabbatical next year. Thanks to all the liaisons and coordinators! Congratulations and thanks to all of those taking on new roles--Ukaisha, Mick, Chao, Bara--or are new to the committee--Tetiana, Roberta, Ellen, Ignacio--we appreciate you being here! And, of course, thank you to Erica for all of your hard work; you continue to lead with compassion and create a welcoming space that is representative of the work the committee strives to accomplish.

Homework

Wash hands, wear mask, and take care of each other.

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

These minutes were approved by and seconded by