

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 (Online Learning),

Fernando Miranda-Mendoza (Research Analyst), Gustav Wiberg (Research Analyst),

Jack Whalen (Secretary)

Minutes for 01-22-2020

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

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| <p>Members Attending:</p> <p><i>Ukaisha Al-Amin – English</i> <i>Todd Heldt – Library</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>David Richardson – Humanities and Music</i> <i>Ingrid Riedle – Social & Applied Science</i> <i>Camelia Salajeon – Mathematics</i> <i>Jeffrey Swigart – Mathematics</i> <i>Phil Vargas – Physical Science</i> <i>Loretta Visomirskis – English, Speech, Theater</i> <i>Jennifer Vogel – Advising</i> <i>Paul Wandless – Art & Architecture</i> <i>Jack Whalen – Social Science</i> <i>Gustav Wiberg – Physical Science</i> <i>Matthew Williams – World Languages/ELL</i></p> <p>Honored Guests: <i>Jennifer Meresman – English</i></p> | <p>Agenda</p> <ul style="list-style-type: none">● Introductions● Minutes from 12/4/19 to be reviewed next week● Calendar draft and major deliverables for the semester<ul style="list-style-type: none">○ Review of Charge and committee roles○ Unit-level final reports○ Assessment Times articles)● New GenEd process: Sending out questions to faculty● Homework: Consider opportunities within committee, reach out to Dave with question edits |
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Intro: Erica called the meeting to order 03:05pm

Review of minutes: Delayed. Erica will send out two sets of minutes to approve next week.

Calendar draft and major deliverables for the semester (Review of Charge and committee roles, Unit-level final reports, Assessment Times articles):

Review of Charges and Committee Roles

Every Spring semester the committee reviews its structure and proposes changes where necessary. Included in this is a review of the committee charge, the roles within the committee, and—for this semester—a consideration of renaming the committee.

Unit-level Final Reports

Unit-level final reports are to be completed this term. All reports will be compiled in the Annual Report.

Assessment Times Articles

Articles for the Assessment Times during the Spring term will be written primarily by non-unit liaisons. Begin thinking about topics to write on.

New GenEd process: Sending out questions to faculty

Draft questions for the new Gen Ed process were explored. The questions discussed are a means to gather information so as to understand how to better formulate the next series of questions. In an effort to be efficient and to receive a high response rate, emphasis was placed on sending out the set of questions (2) as soon as possible and only requiring single-letter email response rather than any additional clicks to an outside survey. Stress was placed on creating concise and direct questions. While this initial set of questions will be disseminated to faculty, and another set will later be sent to students, it was proposed to also send inquiries to administration and staff. Each population would receive questions tailored to their role within the college.

Motion was made by Paul to send the two questions out via email. The motion was seconded by Camelia and carried. There will be a 24 hour window for final edits. Phil suggested that the best time to send out questions is Monday morning, 8am-10am. The next population to discuss is students.

Any Other Business

Jeni put out a call for faculty who teach 100-level courses to contact her to discuss reading and writing readiness.

Homework: Consider opportunities within committee, reach out to Dave with question edits

For next week, consider whether you might want to explore a new role within the committee in future semesters. Also, please reach out to Dave with edits/questions about the survey to be sent out. Lastly, consider what questions to ask students.

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

These minutes were approved by *Loretta Visomirskis* and seconded by *Paul Wandless*



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Jack Whalen (Secretary)

Minutes for 01-29-2020

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

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| <p>Members Attending:</p> <p><i>Kristin Bivens--English, Speech, Theatre</i> <i>Terrance Hopson--Administration</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>David Richardson – Humanities and Music</i> <i>Ingrid Riedle – Social & Applied Science</i> <i>Camelia Salajejan – Mathematics</i> <i>Jeffrey Swigart – Mathematics</i> <i>Loretta Visomirskis – English, Speech, Theater</i> <i>Jennifer Vogel – Advising</i> <i>Paul Wandless – Art & Architecture</i> <i>Jack Whalen – Social Science</i> <i>Gustav Wiberg – Physical Science</i> <i>Matthew Williams – World Languages/ELL</i></p> | <p>Agenda</p> <p>I. Review, approve minutes from 12/4/19 AND 1/22/2020 II. Announcements/admin updates (15 mins) III. Follow-Up on Faculty GenEd Survey (10 mins) IV. GenEd Discussion: Next Step (30 mins) V. Any Other Business (5 mins) VI. Homework</p> |
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Intro: Erica called the meeting to order 03:04pm

Review of minutes: Minutes from 12/04/2019 and 01/22/2020 were both motioned by Loretta, seconded by Paul, and approved by the committee.

Announcements/admin updates

Discussion of Budget with Administration

Erica met with Dean Wiggins and VPs Duarte and Lusk. While she is still waiting for a response on the budget, funding for Spring 2020 is confirmed. This brought up questions about line item disbursements and whether funding for release time is accounted for in an individual liaison's department budget, or is part of VP/Dean of Instruction budget. Bridgette said that as chair of Business, she hasn't seen evidence to suggest the liaison position comes out of individual department budgets, but Erica is waiting for official confirmation.

Call to increase adjunct faculty participation in Assessment Committee

Erica spoke on her efforts to increase Assessment Committee participation among adjunct faculty, including her discussion about the committee at the Adjunct Orientation. Also, she asked that liaisons reach out to adjunct faculty in their departments to provide a clearer image of how the committee's work relates to their work. Moreover, she asked liaisons to clarify the purpose of the surveys to department members.

Meetings with Dean Wiggins and then later with VP Duarte

Dave and Erica met with Dean Wiggins, then at a separate date with VP Duarte. Both meetings were focused on the administration's new proposal for program review and questions of clarity regarding use of terms like assessment, evaluation, program, etc. They want Assessment involved.

Meeting with new President on Thursday, February 6

Dave and Erica have a meeting scheduled for next Thursday to introduce our new college president to our committee's work and the culture of assessment at HWC.

Follow-Up on Faculty GenEd Survey

Thus far, 40 respondents from a total of 637 surveys distributed. The goal for responses is 10% (64 respondents). A blended follow-up email/paper approach was suggested by Paul as a means to increase responses during a final push. On Monday, February 3, a second email will be sent out to faculty who have yet to respond—Jennifer mentioned that Excel can populate non-respondents. On Wednesday, February 5, a paper survey will be put in the mailboxes of faculty yet to respond. We'll collect them after noon on Friday, Feb. 7.

GenEd Discussion: Next Steps

Student Surveys

Dave provided a "Student Reach Out" worksheet to clarify two objectives: 1) How to connect with students. 2) What questions should the survey include. The committee did a "Think-Pair-Share" exercise around the worksheet. Kristin suggested to reach out to Jeni Meresman who has already conducted similar student surveys with the *Student Wisdom Project*. She also raised a concern that the questions did not have a clear objective. Dave asserted that during this phase the goal of the surveys is to shape how to ask more direct questions in later phases. In short, the goal of this phase is to shape the goals of the next phase. A reminder was later made that the objective of the entire project is to completely rebuild GenEd Assessments and that these questions are a means to "not stay in the old." Other discussions on the worksheet yielded comments about how to retrieve student responses. In particular, Yev discussed the possibility of "outside-the-box" responses being helpful and that in her own survey that time management was mentioned frequently. Paul discussed the importance of "actionable responses." Several suggestions were made in discussing how to connect with students. Jeff mentioned the success of in-class polling. Others mentioned the ideas of using the survey as an exit-essay.

Any Other Business: N/A

Homework: Reflect on student survey questions. Respond to faculty survey if you have not already done so. Also, please reach out to faculty members in your department (full-time and adjunct alike) about the survey; and, discuss participating in Assessment Committee with adjuncts.

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

These minutes were approved by Yev L. and seconded by Loretta V.



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Yev Lapik (Online Learning),

Fernando Miranda-Mendoza (Research Analyst), Gustav Wiberg (Research Analyst),

Jack Whalen (Secretary)

Minutes for 02-05-2020

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

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| <p>Members Attending:</p> <p><i>Kristen Bivens– English, Speech, Theater</i> <i>Terrance Hopson– Administration</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>David Richardson – Humanities and Music</i> <i>Ingrid Riedle – Social & Applied Science</i> <i>Jeffrey Swigart – Mathematics</i> <i>Phil Vargas – Physical Science</i> <i>Loretta Visomirskis – English, Speech, Theater</i> <i>Jennifer Vogel – Advising</i> <i>Paul Wandless – Art & Architecture</i> <i>Jack Whalen – Social Science</i> <i>Gustav Wiberg – Physical Science</i> <i>Matthew Williams – World Languages/ELL</i></p> <p>Honored Guests: <i>Ignatius Gomes – Biology</i> <i>Vincent Wiggins – Office of Instruction</i></p> | <p>Agenda</p> <p>I. Review, approve minutes from 1/29/2020</p> <p>II. Announcements/admin updates (10 mins)</p> <p>III. Follow-Up on Faculty GenEd Survey (10 mins)</p> <p>IV. GenEd Discussion: Review of past semester and plan for first student outreach (30 mins)</p> <p>V. Any Other Business (5 mins)</p> <p>VI. Homework</p> |
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Intro: Erica called the meeting to order 03:03pm

Review of minutes: Minutes for January 29, 2020 were approved by Yev L. and 2nd by Loretta V. Motion carried.

Announcements/admin updates

Budget Structure

Dean Wiggins discussed update to structure of budget. Specifically, administration is streamlining the budget for the Assessment Committee to be funded through the Office of Instruction

rather than from multiple sources. Dean Wiggins is still waiting for confirmation on this change though is optimistic that it will occur. He commits to maintaining and growing dialogue around this issue.

Assessment Committee at Department Chair Meetings

Dean Wiggins also discussed having an Assessment Committee presence at Department Chairs Meetings. The intentions are to create consistency in the language of assessment institution-wide, and to grow programs by having learning at the center of discussions. It was encouraged that multiple Assessment Committee members take turns attending the meetings, but Erica will be the one most frequently in attendance.

Meeting with President Lopez

Dave and Erica are meeting with President Daniel Lopez on Thursday, February 6th. The intention of the meeting is to introduce the president to the work that is being done by the committee and to invite him to work with us in improving student learning and continuing to support our committee.

Follow-Up on Faculty GenEd Survey

Faculty survey responses have surpassed the 10% goal. The committee received 42 responses from the first email push, and 29 additional responses from the second push. These numbers do not include the paper responses (thank you for stuffing mailboxes!!!). This brings our total to at least 71 responses out of 637. Paper responses will be collected on Monday, February 10th.

While a review of responses has yet to occur, Erica mentioned that there was a high response rate to the short-answer question of the survey. She has begun categorizing responses and is pondering how to send data to Gustav for analysis.

GenEd Discussion: Review of past semester and plan for first student outreach

With multiple new members to the committee in mind, a review of the background and purpose of the current Gen Ed survey and overall project was presented by Dave. Topics included in his presentation were: a 2018 reflection of the committee (an assessment of the Assessment Committee's work), a discussion on the benefits of indirect assessment (self-reporting), the consistent difficulty of "closing the loop", how data tended to not be representational, tech issues such as OpenBook and limited sample size. Dave's PowerPoint presentation was distributed to committee members via email.

Any Other Business

Gustav and Kristen are headed to Switzerland

Gustav has accepted a position with a university in Switzerland to begin in the fall—congrats, Gustav! As a result, he and Kristen will be moving to Switzerland with a potential August 2021 return.

Homework

Please consider approaches, questions, and survey formatting for student outreach.

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

These minutes were approved by Loretta V. and seconded by Phil V.



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Jack Whalen (Secretary)

Minutes for 02-12-2020

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

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| <p>Members Attending:</p> <p><i>Kristin Bivens– English, Speech, Theater</i> <i>Ignatius Gomes—Biology</i> <i>Todd Heldt– Library</i> <i>Yev Lapik–Biology</i> <i>Erica McCormack – Humanities and Music</i> <i>Fernando Miranda-Mendoza – Mathematics</i> <i>Farahnaz Movahedzadeh – Biology</i> <i>David Richardson – Humanities and Music</i> <i>Ingrid Riedle – Social & Applied Science</i> <i>Camelia Salajejan—Mathematics</i> <i>Phil Vargas – Physical Science</i> <i>Loretta Visomirskis – English, Speech, Theater</i> <i>Jennifer Vogel – Advising</i> <i>Paul Wandless – Art & Architecture</i> <i>Jack Whalen – Social Science</i> <i>Gustav Wiberg – Physical Science</i> <i>Matthew Williams – World Languages/ELL</i></p> <p>Honored Guests: <i>Vincent Wiggins – Office of Instruction</i></p> | <p>Agenda</p> <p>I. Review, approve minutes from 2/5/2020 II. Announcements/admin updates (10 mins) III. Update on results of Faculty GenEd Survey (20 mins) IV. Planning Student GenEd Survey (20 mins) V. Any Other Business (5 mins) VI. Homework</p> |
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Intro: Erica called the meeting to order 03:00pm

Review of minutes: Minutes for February 5, 2020 were approved by Loretta V. and 2nd by Phil V. Motion approved.

Announcements/admin updates

Erica's Meeting with President Lopez

Erica met with President Daniel Lopez and conveyed his appreciation for enterprises like the Assessment Committee being faculty-led. President Lopez also stated that he will be conducting faculty office hours as a means to connect with educators in HWC's community, and that he may attend an AC meeting to introduce himself. VP Duarte may come with him to that.

Erica's Attendance at the Faculty Chair's Meeting

Erica attended the Faculty Chair's Meeting, spoke on the expandable-nature of the definition of "Unit" here as it applies to assessments, and reminded department chairs that if and when they are asked to do program review to involve their unit-level liaison in that discussion. She reminded liaisons to reach out to department chairs about the program review process, to be aware of what programs their department offers (if any), and to establish outcomes. Liaisons are to reach out to Erica with any updates or questions.

In response to questions concerning program review requirements and deadlines Dean Wiggins reminded the committee that program reviews are meant to look at Assessment within individual departments. Moreover, Erica clarified that departments without programs may have capstone courses and that these courses should have aligned learning outcomes. Similarly, it was reminded that HLC approves based on program level outcomes that are district-wide.

CAST (Committee for the Art and Science of Teaching) Meeting

Erica mentioned that CAST (led by John Hader and John Metoyer) meets every 2nd Wednesday at 1pm. Erica suggested that future faculty development weeks offer structured time that departments can dedicate to assessment updates and closing the loop efforts. Erica also wants sessions on the importance of using and pronouncing student names since that can dramatically affect student experiences and perceptions of their instructor's commitment to their learning.

Update on results of Faculty GenEd Survey

Erica reviewed initial results of the Faculty GenEd survey and distributed a chart showing responses. Once data has been fully compiled and reviewed, Fernando and Gustav will organize and share with committee. A question that has not yet been resolved is whether to use anonymous responses left on paper ballots. The most frequent selections from the multiple-choice question was C: Student Study/Learning Practices, followed by a tie for B: Student Expectations and Beliefs, and E: Competing Demands/Obligations. Ingrid pointed out that the responses did not privilege the first selection—a concern raised during an earlier meeting. Jennifer responded to the lack of short-answer responses in the paper ballots by pointing out that email allows for a more contemplative response. Lastly, it was emphasized that these responses will be used to create more focused discussions for the next round of questioning.

Paul discussed the importance of "keeping the conversation going" by having a quick turn-around time with results of the faculty survey. It was suggested that an email update to faculty should occur by next week.

Planning Student GenEd Survey

Due to the vigorous and fruitful conversations around the faculty and staff surveys, the planning of the student survey was postponed.

Any Other Business

Staff Survey

Erica offered to calibrate the faculty survey to fit suggested parameters of the staff survey, including wording of questions, answer choices, and email subject line. Todd H. made a motion to approve Erica's offer and Jennifer Vogel 2nd. The motion passed with one abstention.

Homework: N/A

Adjournment and Approval of These Minutes: The meeting adjourned at 4:00 pm. These minutes were approved by Jennifer V. and seconded by Kristin B.



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Jack Whalen (Secretary)

Minutes for 02-19-2020

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

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|--|---|
| <p>Members Attending:</p> <p><i>Ukaisha Al-Amin-English, Speech, Theater</i> <i>Kristin Bivens- English, Speech, Theater</i> <i>Ignatius Gomes—Biology</i> <i>Todd Heldt- Library</i> <i>Terrance Hopson—Administration</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>David Richardson – Humanities and Music</i> <i>Ingrid Riedle – Social & Applied Science</i> <i>Camelia Salajejan—Mathematics</i> <i>Phil Vargas – Physical Science</i> <i>Loretta Visomirskis – English, Speech, Theater</i> <i>Jennifer Vogel – Advising</i> <i>Paul Wandless – Art & Architecture</i> <i>Jack Whalen – Social Science</i> <i>Gustav Wiberg – Physical Science</i> <i>Matthew Williams – World Languages/ELL</i></p> | <p>Agenda</p> <p>I. Review, approve minutes from 2/12/2020</p> <p>II. Announcements/admin updates (10 mins)</p> <p>III. Update on sharing results of faculty GenEd survey; beginning admin/staff survey (15 mins)</p> <p>IV. Planning Student GenEd Survey (30 mins)</p> <p>V. Any Other Business (5 mins)</p> <p>VI. Homework</p> |
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Intro: Erica called the meeting to order 03:03pm

Review of minutes: Minutes for February 12, 2020 were approved by Jennifer V. and 2nd by Kristin B. Motion approved.

Announcements/admin updates

New listserv

Erica discussed getting access to the staff and administration listservs--that should be in process. Along with Erica, both Dave R. and Jeffrey S. should get access to the account. While the account can receive emails, it does not auto-forward to other accounts. Erica stated that she will be checking the account frequently, particularly after administering a survey through it.

Format and dissemination of Admin/Staff survey

With respect to the Admin/Staff survey, Erica reminded committee members that while the questions on the survey will be the same as the faculty Survey, the instructions will be tailored to that audience. A proposal was made to have respondents rank their preferences for the multiple-choice question (rather than have respondents select one answer like the previous survey). After a discussion on the potential change—including conversations about how the change might affect reviewing the results and the associated barriers of garnering a large enough pool of respondents from staff and administration—a vote was held. The committee voted for consistency of the survey, having respondents select one response. Erica will send the survey out on Monday, 2/24/2020. Yev stated she will make an announcement at the President's Council meeting on Tuesday, 2/25/2020 in an effort to increase the response rate with that reminder.

Update on sharing results of faculty GenEd survey; beginning admin/staff survey

Framing the follow-up to faculty

Erica discussed formatting the follow-up email to the faculty survey. Included in the email will be a “thank you”, a breakdown of total votes per option, the structure of voting by department, and perhaps voting by full-time versus part-time faculty. A separate email will be sent to department chairs.

List of faculty-generated questions

Erica provided the list of questions generated by faculty respondents. The committee reviewed the list and made comments. Of note, the largest pool of questions generated came from respondents that selected choice C: Student Study/Learning Practices—the response committee members viewed as being most related to assessment, and the highest vote recipient. A question was raised concerning the online faculty response rate. Specifically, there was a concern that data might lean towards face-to-face faculty because the paper ballots did not reach those that teach solely online. Erica mentioned that there are online faculty represented, as many faculty teach across various delivery modes. Gustav responded that surveys always have some limitation and that 100% accuracy is not a necessity for gaining relevant information. Dave reminded us that we aren't at the phase of looking for totally representative data, either with this faculty, staff, and admin survey or with the student survey; we are just casting a wide net and seeing what we get through this broad information-gathering stage before moving onto the more structured assessment stage of our new GenEd process.

Planning Student GenEd Survey

Discussion on how best to distribute survey to students

The committee discussed various ways to connect students with the survey. Options for reaching out to students included a kiosk in the lobby of the building, emailing students directly, in-class paper surveys, and in-class digital responses via Brightspace. The committee viewed having students respond in class via Brightspace would achieve multiple objectives, including: creating a more meaningful response due to the face-to-face experience (this would also increase response rates as the administrator of the survey would be a familiar face and they'd be given time to complete it), reach both face-to-face and online learners, and reinforce faculty commitment to the overall project as they would administer the survey.

Discussion on asking for faculty volunteers

The committee discussed how/when to ask faculty members to voluntarily administer the survey to students. The central concern of the conversation involved whether to use the follow-up email to the faculty survey as an opportunity to ask for volunteers or, to send a separate email to request help with the student surveys. The committee voted to request volunteers within Monday's follow-up email and then follow up with a separate request again after that.

Any Other Business: N/A

Homework: N/A

Adjournment and Approval of These Minutes:

The meeting adjourned at 4:00 pm.

These minutes were approved by Yev L and seconded by Dave R.



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Jack Whalen (Secretary)

Minutes for 02-26-2020

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

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|--|---|
| <p>Members Attending:</p> <p><i>Ukaisha Al-Amin-English, Speech, Theater</i> <i>Kristen Bivens– English, Speech, Theater</i> <i>Ignatius Gomes—Biology</i> <i>Todd Heldt– Library</i> <i>Yev Lapik–Biology</i> <i>Fernando Miranda-Mendoza – Mathematics</i> <i>Farahnaz Movahedzadeh – Biology</i> <i>David Richardson – Humanities and Music</i> <i>Ingrid Riedle – Social & Applied Science</i> <i>Camelia Salajejan—Mathmatics</i> <i>Phil Vargas – Physical Science</i> <i>Loretta Visomirskis – English, Speech, Theater</i> <i>Jennifer Vogel – Advising</i> <i>Paul Wandless – Art & Architecture</i> <i>Jack Whalen – Social Science</i> <i>Gustav Wiberg – Physical Science</i> <i>Matthew Williams – World Languages/ELL</i></p> | <p>Agenda</p> <p>I. Review, approve minutes from 2/19/2020</p> <p>II. Announcements/admin updates (5 mins)</p> <p>III. Co-Curricular Update from Jennifer Vogel (15 mins)</p> <p>IV. Planning Student GenEd Survey (30 mins)</p> <p>V. Any Other Business (5 mins)</p> <p>VI. Homework</p> |
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Intro: Dave called the meeting to order 03:02pm

Review of minutes: Minutes for February 19, 2020 will be reviewed in tandem with these meetings on March 4, 2020.

Announcements/admin updates

Staff and Admin Survey Update

The staff/admin survey was sent out on Tuesday, February 25, to 335 people. Thus far we have received four responses from administrators and five responses from staff. Yev announced the survey at the President’s Council. Committee members were reminded to reach out to admin/staff they are in contact with about the survey. Jennifer mentioned that due to an event many staff members did not check email around the time the survey was sent out. Moreover, she stated that because staff are rarely

surveyed that members might be reluctant to respond, but that she will reach out to members as a familiar face as a means to garner more responses.

Faculty Volunteers for Student Survey

Erica has received six responses from faculty whom volunteered to administer the student survey in their classes. Dave mentioned that Monday, March 9 (Week 9), is the goal to begin administering the student surveys. This will allow time to review data this term.

President Lopez and Vice President Duarte Visit

On March 18th President Lopez and Vice President Duarte will visit the Committee.

Co-Curricular Update from Jennifer Vogel

Ellen Goldberg's Transfer Leadership Course

Jennifer noted that Ellen Goldberg conducts a transfer leadership course throughout the semester. Ellen offers two five-week courses each semester and students may attend as many sessions as they wish. Of note, the course draws "top-tier" students looking to understand how to transfer to top schools or to receive significant funding from four-year institutions. In administering a pre- and post-test, students more likely participated in one, but not both—while during the first session 50 students took either the pre- or post-test, only 6 students took both. The committee discussed methods of administering questions to gain the best usable information for creating SLO's for the course. Yev suggested that post-tests would offer most valuable information, while Dave put forward the idea of using a pre-test as a post-test. Kristen mentioned having students do a two-minute paper to gain insights on learning. Lastly, Jennifer said that she is working with a graduate student during this term and the upcoming semester. The graduate student will be assisting with assessment options for Ellen's course.

Planning Student GenEd Survey

Three-Round Voting!!!

Dave administered a three-round voting approach to a list of 25 potential questions to be used in the student survey. In round one, committee members applied up to 8 points to the list of questions—to be distributed as each member saw fit. Questions that received points moved directly to round three. During the second round, members applied one positive point to a specific question and one negative point to a specific question. At the end of the round, questions in the negative were removed from the list. In the third round, members ranked the remaining questions. During the next meeting members will decide how many questions to pose and "wordsmith" the questions that make the list.

Any Other Business

N/A

Homework

Complete the 3rd round of voting and submit to Dave.

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

These minutes were approved by Loretta V. and seconded by Paul W.



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Minutes for 03-04-2020

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

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| <p>Members Attending:</p> <p><i>Ukaisha Al-Amin-English, Speech, Theater</i> <i>Kristen Bivens- English, Speech, Theater</i> <i>Ignatius Gomes—Biology</i> <i>Todd Heldt- Library</i> <i>Terrance Hopson—Administration</i> <i>Yev Lapik—Biology</i> <i>Erica McCormack—Humanities and Music</i> <i>Fernando Miranda-Mendoza – Mathematics</i> <i>Farahnaz Movahedzadeh – Biology</i> <i>David Richardson – Humanities and Music</i> <i>Camelia Salajejan—Mathmatics</i> <i>Phil Vargas – Physical Science</i> <i>Loretta Visomirskis – English, Speech, Theater</i> <i>Jennifer Vogel – Advising</i> <i>Paul Wandless – Art & Architecture</i> <i>Jack Whalen – Social Science</i> <i>Gustav Wiberg – Physical Science</i> <i>Matthew Williams – World Languages/ELL</i></p> | <p>Agenda</p> <p>I. Review, approve minutes from 2/26/2020</p> <p>II. Announcements/admin updates (5 mins)</p> <p>III. Updates on Staff/Admin Survey (15 mins)</p> <p>IV. Planning Student GenEd Survey (30 mins)</p> <p>V. Any Other Business (5 mins)</p> <p>VI. Homework</p> |
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Intro: Erica called the meeting to order 03:04pm

Review of minutes: Minutes for February 26, 2020 were approved by Loretta V. and 2nd by Paul W.

Announcements/admin updates

Liaison Updates

Erica announced that next week department liaisons will provide the committee with updates.

Research Analyst Needed

Erica announced a need for a new research analyst as a result of Gustav departing for Switzerland in the fall. Committee members are encouraged to reach out to Erica with suggestions.

Strategic Plan Feedback

Yev mentioned that the Office of Research and Planning has sent out its Strategic Plan and is looking for feedback from faculty. She also mentioned that a second draft of the plan will be distributed

this Friday, March 6th. Also mentioned was President Lopez's "Office Hours" being conducted this week. Faculty are encouraged to reach out and have some face-time.

Updates on Staff/Admin Survey

Initial Results from Staff/Admin Survey

Staff and administration received the same questions as faculty. The survey was sent to 330 staff members and 36 administrators. Thus far, 18 staff members have responded to the survey. Of those, 50% voted for choice E: Competing demands/obligations/impediments to learning. The second most popular choice was A: Student motivation/goals. Of the 36 administrators, 9 have responded to the survey. Choice E (Competing demands/obligations/impediments to learning) was selected 5 times; choice D: (Student experiences at City Colleges) was selected 2 times; both choice B (Student expectations/beliefs about learning), and choice C (Student study/learning practices), each received 1 vote. None of the administrators selected choice A (Student motivation/goals). Erica will send committee members a breakdown of responses showing voting by position.

Listserv inaccuracies

Many accounts on the listserv for staff and administration have yet to be updated as some people have multiple positions or taken on new roles within HWC, and others have moved on to positions outside of HWC. As a result, respondent numbers for the survey might be low since in reality, the total numbers of faculty, staff, or administration is likely smaller than the number of email accounts that received messages through those list-servs. Conversely, those holding multiple positions that crossover faculty and staff departments might respond to both surveys. These inaccuracies will be considered when compiling data drawn from survey responses.

Planning Student GenEd Survey

Dave reviewed the results of last week's voting. The top 6 questions after the three-round voting were in descending order: #15, #22, #2, #18, #8, #20 (feel free to use these as your Powerball numbers this weekend!). Kristin suggested piloting a couple questions. Ultimately, the committee approved two pilot surveys to be administered between Thursday, March 5th and Monday, March 9th.

One pilot consisted of two questions: #15: If you could change something at HWC that would positively impact your learning, what would it be? and #22: What are or have been your obstacles to learning? The second pilot also consisted of two questions: #15: If you could change something at HWC that would positively impact your learning, what would it be? and #2: What can the college do to motivate and keep you motivated to reach your educational goals?

Any Other Business

Leadership Poll

Erica distributed a Leadership Poll that inquired about members' current and desired future positions in the Committee. The poll is a proactive measure aimed at efficiency once administration begins budgeting funding for the Committee. Currently, there is no deadline for finalizing the budget, though Dean Wiggins is "getting the wheels turning." Kristin suggested mentioning the Committee's significant role in preparing for the last HLC accreditation to Dean Wiggins so that an accurate assessment can be made on funding.

Homework

Administer Pilot survey to one section. Email Dave and Erica a summary of results by Tuesday.

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

These minutes were approved by Yev L. and seconded by Jennifer V.



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 (Online Learning),

Fernando Miranda-Mendoza (Research Analyst), Gustav Wiberg (Research Analyst),

Jack Whalen (Secretary)

Minutes for 03-11-2020

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

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| <p>Members Attending:</p> <p><i>Ukaisha Al-Amin-English, Speech, Theater</i> <i>Kristin Bivens- English, Speech, Theater</i> <i>Ignatius Gomes—Biology</i> <i>Todd Heldt- Library</i> <i>Terrance Hopson—Administration</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>David Richardson – Humanities and Music</i> <i>Camelia Salajejan—Mathematics</i> <i>Phil Vargas – Physical Science</i> <i>Loretta Visomirskis – English, Speech, Theater</i> <i>Jennifer Vogel – Advising</i> <i>Jack Whalen – Social Science</i> <i>Gustav Wiberg – Physical Science</i> <i>Matthew Williams – World Languages/ELL</i></p> <p><i>Honored Guests:</i> <i>Vincent Wiggins-Administration</i></p> | <p>Agenda</p> <p>I. Review, approve minutes from 2/19/2020 and 3/4/2020</p> <p>II. Announcements/admin updates (5 mins)</p> <p>III. Pilot Results & Full Scale Planning of GenEd Survey (20 mins)</p> <p>IV. Liaison Updates (30 mins)</p> <p>V. Any Other Business (5 mins)</p> <p>VI. Homework</p> |
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Intro: Erica called the meeting to order 03:00pm

Review of minutes: Minutes for February 19, 2020 were approved by Yev L. and 2nd by Dave R.; minutes for March 4, 2020 were approved by Yev L. and 2nd by Jennifer V.

Announcements/admin updates

President Lopez to Attend Committee Meeting next week (March 18,2020)

President Lopez will attend part of next week’s meeting. There is a chance that Vice President Duarte will also attend the meeting.

Discussion concerning CCC's response to Coronavirus

A discussion concerning how best to respond to various situations related to the Coronavirus outbreak was led by Dean Wiggins. In short, because of the complexity of the situation, checking email frequently for updates was suggested. Anyone with information about students or members of the campus community who have been diagnosed should share that information with head of Security, Milton Owens. With respect to the committee, if the HWC campus closes, future meetings will be held via Zoom.

Pilot Results and Full-Scale Planning of Student GenEd Survey

Dave spoke on the results of the pilot surveys. In general, students tended to relate questions and to blend their responses (rather than providing two distinct responses). Of the responses to "What are or have been your obstacles to learning?", 85% of responses offered only 1 obstacle to learning, rather than multiple obstacles. Dave categorized stated obstacles to learning as follows: Personal issue (lack of study skills etc.), instructional issue (lecturer style etc.), financial blocks (tuition or books etc.), informational blocks (knowledge about tutors or programs), time/scheduling conflicts, and no obstacles. Dave categorized the responses to "If you could change something at HWC that would positively impact your learning, what would it be?" as follows: Space/design (color of classrooms, food options), cost of schooling (tuition and books), advising, activities (both instructional and extracurricular), scheduling of classes (shorter class times, but more often), information, faculty-related responses (approaches to curriculum).

Kristin mentioned that conducting the pilot proved beneficial with respect to the likelihood of campus closures affecting responses to later surveys. Also, it was suggested that future surveys should explicitly indicate (not just in the instructions, but in the questions themselves) that responses are to be related to overall experiences at HWC, not to specific classes.

Liaison Updates

Liaison Updates will be rescheduled tentatively for March 25, 2020. Also, liaison draft reports are due April 22nd.

Any Other Business

Assessment Times Articles due by Friday, March 20th

Erica reminded members that articles for the Assessment Times for this term are due by Friday, March 20th. Typically, liaisons contribute to the newsletter during the fall and other committee members contribute during the spring. Volunteers encouraged and welcome!

Homework

Let's extend the pilot survey by administering it to any other sections of our own classes that haven't already taken it and by inviting another colleague to administer it as well. Be sure to email Erica or Dave the results by Tuesday.

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

These minutes were approved by Fernando M. and seconded by Kristin B.



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 (Online Learning),

Fernando Miranda-Mendoza (Research Analyst), Gustav Wiberg (Research Analyst),

Jack Whalen (Secretary)

Minutes for 03-25-2020

3:00 PM to 4:00 PM in Zoomland

Here's the video recording with audio transcript:

https://cccedu.zoom.us/rec/share/4pVYF7Xg8DplbIGT41qHcekGdW9X6a82yVI_cLmUi9_xV6odwGPuKdJLefaHG

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| <p>Members Attending:</p> <p><i>Ukaisha Al-Amin-English, Speech, Theater</i> <i>Kristin Bivens– English, Speech, Theater</i> <i>Ignatius Gomes—Biology</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>David Richardson – Humanities and Music</i> <i>Ingrid Riedle--Social and Applied Sciences</i> <i>Camelia Salajejan—Mathematics</i> <i>Phil Vargas – Physical Science</i> <i>Jennifer Vogel – Advising</i> <i>Jack Whalen – Social Science</i> <i>Gustav Wiberg – Physical Science</i> <i>Matthew Williams – World Languages/ELL</i> <i>Allan Wilson – Chemistry</i></p> <p><i>Honored Guests:</i> <i>Vincent Wiggins-Administration</i></p> | <p>Agenda</p> <p>I. Review, approve minutes 3/11/2020 II. Check in with committee members (10 mins) III. Assessment Times (10 mins) IV. Liaison Updates (30 mins) V. Any Other Business (5 mins) VI. Homework</p> |
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Intro: Erica called the meeting to order 03:02pm

Review of minutes: Minutes for March 11, 2020 were approved by Fernando M. and 2nd by Kristin B.

Announcements/admin updates

Member Check-ins

Committee members checked in with the group. Committee members seem in good spirits and are highlighting their ability to be flexible during uncertain times.

Committee meetings shift to Zoom

Committee meetings for the foreseeable future will be held on Zoom. Meeting invites will be posted in Erica's emails to committee members.

Directives for Covid-19 student cases

Dean Wiggins reminded committee members to reach out to Milton Owens if Coronavirus cases come to light.

Liaison Updates

Kristin spoke briefly on her project concerning rhetorical knowledge learning outcomes. Kristin asked committee members to assist in piloting the project to see how the tools work. She will give the committee a brief tutorial on April 1st.

Ingrid also gave an update on her project concerning political participation assessment. The central question to be analyzed is "how likely are students to engage in political processes." Ingrid asked the committee about whether to cast a wide net or if a narrower approach would be beneficial. Dave reflected on some insights learned from developing similar questions for the Civic Engagement assessment that might be relevant to Ingrid's tool development.

Those liaisons who did not update the committee this week will have the opportunity to do so during the next committee meeting on April 1st. Liaisons unable to join on Zoom should reach out to either Jeff or Erica about recording their updates.

Any Other Business

Assessment Times Articles

Erica requested that members writing articles for the Assessment Times for this term submit drafts by Wednesday, April 1st. Typically, liaisons contribute to the newsletter during the fall and other committee members contribute during the spring. Erica also asked that members offer edits to pieces that have already been contributed.

Homework

Wash your hands, thoroughly and often.

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

These minutes were approved by Phil V. and seconded by Jennifer V.



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 (Online Learning),

Fernando Miranda-Mendoza (Research Analyst), Gustav Wiberg (Research Analyst),

Jack Whalen (Secretary)

Minutes for 04-1-2020

3:00 PM to 4:00 PM in ZOOMLINK:

<https://cccedu.zoom.us/rec/share/wsVaNIrt7ltOGbfWt3qHBYoBLNSmX6a82icYrvELmk3Q8Btn2MLAfsnxkT6j9fvR>

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| <p>Members Attending:</p> <p><i>Ukaisha Al-Amin-English, Speech, Theater</i> <i>Kristin Bivens- English, Speech, Theater</i> <i>Ignatius Gomes—Biology</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>David Richardson – Humanities and Music</i> <i>Camelia Salajejan—Mathematics</i> <i>Phil Vargas – Physical Science</i> <i>Jennifer Vogel – Advising</i> <i>Jack Whalen – Social Science</i> <i>Gustav Wiberg – Physical Science</i> <i>Matthew Williams – World Languages/ELL</i> <i>Allan Wilson – Chemistry</i></p> <p><i>Honored Guests:</i> <i>Vincent Wiggins-Administration</i></p> | <p>Agenda</p> <p>I. Edit, approve 3/25 meeting minutes II. Quick check-in for anyone with updates about well-being III. Assessment Times IV. Liaison Updates V. Any Other Business VI. Homework (washing hands + _____?)</p> <p>*Next week is Spring Break, so we won't meet on Wed 4/8.</p> |
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Intro: Erica called the meeting to order 3:03pm

Review of minutes: Minutes for March 25, 2020 were approved by Phil V. and 2nd by Jennifer V.

Announcements/admin updates

Assessment Times

The draft of *Assessment Times* has been uploaded to Google.docs and Erica asked that any submissions be completed by the end of the week and is looking for edits to be finalized within the next few days. Erica offered an overview of current submissions by Yev, Ukaisha, Todd, and Dave.

District-wide Survey from VP Duarte

A brief survey was sent to faculty members on March 31, possibly district-wide. The survey had two questions, each inquiring about student engagement. Erica has some concerns about the structure of the survey and made clear that the survey was not created with involvement from the committee. She encouraged members to send any feedback they wanted to communicate about it to her to share with VP Duarte..

Erica meeting with Dean Wiggins and VP Duarte

Erica hopes to have a meeting with Dean Wiggins and VP Duarte and asked that members bring forward any questions they would like for her to bring to their attention.

Liaison Updates

Kristin

Kristin continued her discussion about her project. She will be sending links to members for the materials (2 readings and 2 surveys questions). Kristin seeks to launch the project the week of April 13th.

Farah

Farah spoke about an earlier project centered on assessing how to motivate students; in particular, she sought to assess how to motivate students to move onto 4-year institutions. She asked students three central questions: why are you in college? what are your goals? and, how will you reach your goal? At midterm, Farah returns the answers to students and gives them an opportunity to revise their responses. Farah stated that while she conducted the project over 20 classes, more data was needed to create statistical meaning from the collected information. Members were encouraged to participate in the renewal of the project and to think about how information gathered could be used for general assessment.

Bridgette

Serving on accreditation panels, Bridgette has participated in several site visits to other colleges this term. Doing so provided her with some ideas about redirecting the Business assessment. Her current goal is to find a good layout of what types of data to extract. One concern Bridgette had was how remote-learning might affect the project. She pointed to an earlier project that showed student success in hybrid environments. Members discussed not getting too focused on modality given that there are numerous variables that cannot be isolated, connected to and related to modality, and assessment is not experimentation. Bridgette mentioned that better connections were being made with the shift from F2F learning to the remote environment.

Matthew

Matthew discussed his project on French philology. The project uses sound visualization technology to allow students to self-assess pronunciation quality using visual as well as auditory feedback. Students are able to hear specific sounds used in various environments (the beginning, middle, and end of a word). Matthew said that this was particularly useful within French, a language that uses both oral and nasal vowels that are sometimes difficult for Anglophones. While the visual component allows students to self-assess, it can also be helpful in fine-tuning instructor assessment.

Todd

Todd discussed his project concerning research readiness. He conveyed that current data suggests students are more likely to trust peers over non-familiar academic sources and that they value ease of use over accuracy. Library staff held a workshop to assist with assignments. In addition to assessing students' increased understanding of how to conduct library searches and evaluate sources, Todd opted to assess how students are self-assessing their research readiness and the impact of librarians as academic supports. Some of the questions Todd sought to understand included how comfortable students were in approaching librarians for research help. After the workshop, 84% of students stated the session was helpful, the same percentage felt more confident in approaching librarians for assistance, and 79% had a clear idea of a research topic.

Next Week (April 15)

Liaisons to update the committee next week include Dave, Phil, and Camelia.

Any Other Business

N/A

Homework

Wash your hands, thoroughly and often.

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

These minutes were approved by Yev L. and seconded by Paul W.



Assessment Committee

Harold Washington College



Executive Officers

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David Richardson (Vice Chair of Gen Ed Assessment), Jeffrey Swigart (Vice Chair of Unit Assessment),

Yev Lapik (Online Learning),

Fernando Miranda-Mendoza (Research Analyst), Gustav Wiberg (Research Analyst),

Jack Whalen (Secretary)

Minutes for 04-15-2020

3:00 PM to 4:00 PM in ZOOMLINK: <https://cccedu.zoom.us/rec/share/yeVJPvKt61FLYa-X42PuW4JmJ7v0eaa8hnJP8vsJzx6ufhNKgDKehcq8X51vljTY> (Access Password: G7=I3ry9)

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| <p>Members Attending:</p> <p><i>Ukaisha Al-Amin-English, Speech, Theater</i> <i>Kristin Bivens- English, Speech, Theater</i> <i>Ignatius Gomes—Biology</i> <i>Todd Heldt- Library</i> <i>Terrance Hopson—Administration</i> <i>Yev Lapik—Biology</i> <i>Erica McCormack—Humanities and Music</i> <i>Fernando Miranda-Mendoza – Mathematics</i> <i>Farahnaz Movahedzadeh – Biology</i> <i>David Richardson – Humanities and Music</i> <i>Ingrid Riedle – Social & Applied Science</i> <i>Camelia Salajejan—Mathematics</i> <i>Phil Vargas – Physical Science</i> <i>Jennifer Vogel – Advising</i> <i>Jack Whalen – Social Science</i> <i>Gustav Wiberg – Physical Science</i> <i>Matthew Williams – World Languages/ELL</i></p> | <p>Agenda</p> <p>I. Edit, approve 4/1 meeting minutes II. Quick check-in for anyone with updates about well-being III. Admin Updates IV. Review reports V. Liaison Updates (Phil, Camelia, Dave) VI. Final Reports VII. Any Other Business VIII. Homework (washing hands + _____?)</p> |
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Intro: Erica called the meeting to order 03:02pm

Review of minutes: Minutes for April 1, 2020 were approved by Yev L. and 2nd by Paul W. Abstentions: Todd H.

Announcements/admin updates

Dean Wiggins to Truman College and Potential Changes

Dean Wiggins has moved onto Truman College, filling the role of Dean of Careers & Continuing Education. Currently there are no details on the search for Dean Wiggins' replacement. In addition, there have been no discussions on how the change will affect the structure of the committee. Erica has reached out to VP Duarte and asks that questions be directed to her and she will pass them along. Erica did submit

paperwork for all stipends and release time for the upcoming Fall 2020 term. Terrance mentioned he would also reach out the VP Duarte after the meeting. It was also stated that those with release-time positions should reach out to their department chairs to develop contingency plans for Fall 2020 scheduling in case release time is withdrawn.

Erica reminded the committee that even if remote learning continues, unit liaisons will still have an important role in leading the important work of assessment within their respective departments through adaptive projects etc.

Participation in Kristin's term project

Kristin sent an email requesting committee participation with her term project looking at rhetorical learning outcomes. Kristin requested that the attached forms be completed by Friday, April 17th.

Review of Annual Reports

Annual Report 2017-18

The committee is working to finalize multiple reports. Edits to the 2017-18 report should be completed by next week and a vote will be taken at that time. Link to 2017-18 Report:

https://docs.google.com/document/d/1Z09uesdg_CsGVCvuaxR_CMCF_i5qKLyec6s6dUADRh_o/edit#heading=h.uj7gmyxfz4pq

Annual Report 2018-19

Jeff is working on the report and it should be completed by next week, allowing the committee two weeks to make edits before the semester comes to an end.

General Education Report: Civic Engagement

Erica asked members to focus particularly on the recommendations and conclusion of the report. She highlighted the importance of having the recommendations reflect the work of the committee. Jeff mentioned that there are lengthy comments on the report and that he would like to read through suggestions and Erica encouraged committee members to continue making comments on the report. Current timeframe for the report to be finalized is two weeks. Link to Report:

https://docs.google.com/document/d/1pyScR7LOo9Gmc_7My-uKtEQRAirOArIm5GfBpls9XCQ/edit#heading=h.uj7gmyxfz4pq

Liaison Updates

Camelia, Paul, and Phil

Both Paul and Camelia sent an email concerning their projects. Phil recorded his: https://cccedu-my.sharepoint.com/:v:/g/personal/pvargas21_ccc_edu/Ea8Q1RQCDspCtHi6-z1XPToBb_Z7op5lupAMpw6LRxBImg?e=rwx18H

Dave

Dave created a project for philosophy classes that was structured around a survey on test preparation. The first phase of Dave's project involved seeking correlations of study practices and test grades. Dave shared recommendations on good study habits over the early weeks of the term and surveyed students before their first exam, discovering some problems with the survey phrasing. After revisions, Dave repeated the process for the remaining exams of the term, finding improving, but weak correlations. After additional revisions to the survey at the start of Spring 2020, Dave began the exercise again, with a slightly different process, surveying students *after* the exam, instead of before. While early results appeared promising, the term was interrupted as a result of Covid-19, so Dave plans to re-pilot the revised survey again in Fall 2020.

Final Reports

Drafts for committee members' final reports are due next Wednesday, April 22nd. Erica reminded liaisons that their reports should follow and include all of the Six Stage process. If liaisons have not completed all of the stages in your project, they should include how they will complete them during the next semester (Fall 2020). All finalized reports are due the Friday after final grades are to be submitted. Link to the Six Stages:

<http://www.ccc.edu/colleges/washington/departments/Documents/hwcac/hwcac-core-docs-six-stages.pdf>

And template:

https://docs.google.com/document/d/1jX7sPr7ufU5dfQuALJy7baRAZOtEYVxT1VX9kb1NP_8/edit

Any Other Business

N/A

Homework

Wash your hands, thoroughly and often.

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

These minutes were approved by Kristin B. and seconded by Dave R.



Assessment Committee

Harold Washington College



Executive Officers

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David Richardson (Vice Chair of Gen Ed Assessment), Jeffrey Swigart (Vice Chair of Unit Assessment),

Yev Lapik (Online Learning),

Fernando Miranda-Mendoza (Research Analyst), Gustav Wiberg (Research Analyst),

Jack Whalen (Secretary)

Minutes for 04-22-2020

3:00 PM to 4:00 PM in ZOOMLINK:

<https://cccedu.zoom.us/rec/share/uVUcqHvsVtOZKvuzWLNdvQtQdTIT6a8gykW-qVbyEpXm71bw2rPdsSoWRT9Qt3> (Access Password: 2b%051My)

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| <p>Members Attending:</p> <p><i>Ukaisha Al-Amin-English, Speech, Theater</i> <i>Kristin Bivens– English, Speech, Theater</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>David Richardson – Humanities and Music</i> <i>Ingrid Riedle – Social & Applied Science</i> <i>Camelia Salajejan—Mathematics</i> <i>Jeffrey Swigart – Mathematics</i> <i>Phil Vargas – Physical Science</i> <i>Loretta Visomirskis – English, Speech, Theater</i> <i>Jennifer Vogel – Advising</i> <i>Paul Wandless – Art & Architecture</i> <i>Jack Whalen – Social Science</i> <i>Gustav Wiberg – Physical Science</i> <i>Matthew Williams – World Languages/ELL</i></p> | <p>Agenda</p> <p>I. Edit, approve 4/15 meeting minutes II. Quick check-in for anyone with updates about well-being; Kudos III. Admin update: President's Council IV. Review, approve Reports 2017-18 Annual Report Civic Engagement AirOArim5GfBpls9XCQ/edit?usp=sharing V. One final data collection for the semester? VI. Any Other Business VII. Homework: Wash hands; and Liaisons, coordinators submit rough drafts* of final reports by Fri 4/24</p> |
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Intro: Erica called the meeting to order 03:02pm

Review of minutes: Minutes for April 15, 2020 were approved by Kristin B. and 2nd by Dave R.

Announcements/admin updates

Kudos!

Kudos to Jeff for his work on annual reports and submitting release time/stipend paperwork for Fall 2020. Also, special thanks to, Kristin, and Ingrid for their edits to the reports. Lastly, kudos to Kristin on her recently-published article "[Make COVID-19 Visuals Gross](#)," and thank you Kristin for your work with the HWC Fast Fund—the fund awards grants directly to students during this period of need, and Kristin applied for and is distributing those funds.

President's Council looking for faculty representatives

Yev announced that the President's Council is looking for faculty representatives and that she will be leaving the council come Fall 2020. The council typically meets once a week, Tuesdays from 1pm-3pm, though it is unclear if the current meeting time will continue in the fall. Yev stated that being a representative on the council has been a good learning experience and that it is a good way to get to know colleagues.

Review of Annual Reports

Annual Report 2017-18:

Committee members took a last look at the Annual Report for 2017-18. The committee discussed whether to provide individual links to each liaison report or to provide a page containing all reports out of a concern for curbing future dead links. Jeff agreed to bookmark individual reports. After reviewing the content of the report Loretta motioned to approve and Camelia 2nd. The committee then voted to approve the report. The Annual Report 2017-18 is completed.

General Education Report: Civic Engagement

Committee members took a last look at the General Education Report: Civic Engagement. Erica mentioned that student quotes used within the report were edited for spelling and grammar. After reviewing the content of the report Loretta motioned to approve and Yev 2nd. The committee then voted to approve the report. The General Education Report is completed.

Annual Report 2018-19:

The committee will review the Annual Report 2018-19 next week. Erica asked members to review the synopses of individual reports for accuracy.

Any Other Business

Potential Student Survey

Erica discussed a request by Jeni Meresman for a survey asking students what they feel their professors are doing with the transition to remote learning. Dave provided a potential email prompt with survey questions. The committee expressed some concern that the timing would be overwhelming for students as the end of the semester brings the bulk of project finalization and previous email surveys sent to them. With the meeting time coming to an end Erica suggested continuing the conversation via email and to discuss more next week.

Homework

Final Reports

Drafts for committee members' final reports are due Friday, April 24nd. Erica reminded liaisons that their reports should use the template Jeff provided follow and include all of the Six Stage process. If liaisons have not completed all of the stages in your project, they should include how they will complete them during the next semester (Fall 2020). All finalized reports are due the Friday after final grades are to be submitted.

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

These minutes were approved by Yev L. and seconded by Jennifer V.



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 (Online Learning),

Fernando Miranda-Mendoza (Research Analyst), Gustav Wiberg (Research Analyst),

Jack Whalen (Secretary)

Minutes for 04-29-2020

3:00 PM to 4:00 PM in ZOOMLINK: <https://cccedu.zoom.us/j/752cJJ3r005JYafP-Xr2RZ8PANj4X6a8gHRNqaYNzEby25AYr7LktKWSutVDO5a> (Access Password: 7v%#66^e)

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| <p>Members Attending:</p> <p><i>Kristin Bivens— English, Speech, Theater</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>David Richardson – Humanities and Music</i> <i>Ingrid Riedle – Social & Applied Science</i> <i>Camelia Salajejan—Mathematics</i> <i>Jeffrey Swigart – Mathematics</i> <i>Phil Vargas – Physical Science</i> <i>Loretta Visomirskis – English, Speech, Theater</i> <i>Jennifer Vogel – Advising</i> <i>Jack Whalen – Social Science</i> <i>Gustav Wiberg – Physical Science</i> <i>Matthew Williams – World Languages/ELL</i></p> <p><i>Honored Guests:</i> <i>Carrie Nepstad</i></p> | <p>Agenda</p> <p>I. Edit, approve 4/22 meeting minutes</p> <p>II. Quick check-in for anyone with updates about well-being</p> <p>III. Review, approve report: 2018-19 Final Report</p> <p>IV. Plan to approve Charge, any remaining reports via email</p> <p>V. One final data collection for the semester? (**see attachment for one possibility, which Dave emailed after last week's meeting, and scroll down to end of email for info from the Assessment ListServ about the Higher Education Data Sharing Consortium for another)</p> <p>VI. Any Other Business</p> <p>VII. Homework: Make it through the end of the semester. Wash hands; and Liaisons, coordinators submit rough drafts* of final reports if haven't yet done so (final, edited draft due Fri, 5/15)</p> |
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Intro: Erica called the meeting to order 03:02pm

Review of minutes: Minutes for April 15, 2020 were approved by Yev L. and 2nd by Jennifer V.

Announcements/admin updates

President's Council looking for faculty representatives

Yev again mentioned that the President's Council is looking for faculty representatives and that she will be leaving the council come Fall 2020. The council typically meets once a week, Tuesdays from 12pm-1pm, though it is unclear if the current meeting time will continue in the fall. Yev stated that being a representative on the council has been a good learning experience and that it is a good way to get to know colleagues. Yev volunteered to continue on the council through summer. She also stated that she would be discussing the Assessment Committee and sought approval to be a representative. Fernando motioned for approval and Camelia 2nd. Her appointment passed with acclimation (and gratitude!).

Restructuring of Administration

The committee discussed that college administration was in a restructuring phase. The committee also discussed the importance of highlighting the vital, faculty-led work it has done over the short and long-term with members of the administration, especially President Lopez.

Kristin's Book Proposal

Kristin mentioned that her book proposal is going to the editorial board Thursday, April 30. She also mentioned the importance of having the committee intact should the book proposal be accepted.

Committee Release Time/Stipend Paperwork

Erica mentioned that Jeff submitted paperwork for release time and stipends. She also mentioned that the deadline for submitting special assignment paperwork is May 1, thus administration most likely has yet to review the paperwork we submitted a couple weeks in advance of that deadline.

Phil to present at IUPUI

Phil will--most likely (since he was asked if he would be willing to speak for 60 minutes, rather than 20)--be presenting at IUPUI this fall. He will discuss aligning General Education S.T.E.M. courses with Next Generation Science Standards.

Review of the 2018-19 Final Report

The committee reviewed the Final Report 2018-19. Jeff mentioned that the report encompasses the many contributions made by the Assessment Committee during the last HLC accreditation process, something that will be coming up again soon for HWC (Fall 2022). Yev motioned to approve the report. Bridgette 2nd. The Final Report 2018-19 is completed.

Plan to approve Charge, any remaining reports via email

With the end of the semester near, Erica proposed completing minor edits and updates to the charge electronically. After discussing the possibility to wait until fall to complete edits, the committee decided to electronically edit the document over the next week. Dave motioned and Yev 2nd. The vote was split, but the motion carried.

One final data collection for the semester?

The committee followed up on their conversation about a request by Jeni Meresman for a survey asking students their perceptions of their learning and of how instructors are doing with the transition to remote learning. While many sought the benefit of capturing this information and recognized the time-sensitive nature of collecting such data, the committee decided that end-of-term challenges and student fatigue (especially this term) would prohibit collecting usable data. It was suggested that committee members could collect data independently and then share with committee. That way, faculty would have the benefit of hearing from their students about their courses (rather than only in the aggregate, as would be the case if the committee administered the survey), but then any data shared with the committee could still be reviewed in order to glean what we could.

Any Other Business

N/A

Homework:

Make it through the end of the semester. Wash hands; and Liaisons, coordinators submit rough drafts* of final reports if haven't yet done so (final, edited draft due Fri, 5/15)

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

These minutes were approved by Kristin B. and seconded by Phil V.