

**Assessment Committee  
Harold Washington College**



**Chaired by Erica McCormack  
Minutes for 9/8/2021**

- **Attendance:**
  - Aimee Krall-Lanoue (Office of Instruction)
  - Amy Rosenquist (English)
  - Ashley Stokes (Guest, Grad Student at Erikson Institute)
  - Bridgette Mahan (Business)
  - Carrie Nepstad (Social and Applied Sciences)
  - Chao Lu (Mathematics)
  - David Richardson (Humanities)
  - Ellen Goldberg (Transfer Center)
  - Erica McCormack (Humanities)
  - Farah Movahedzadeh (Biology)
  - Hamed Sarwar (Biology)
  - Ivanhoe Tejada (Architecture)
  - Jeffrey Swigart (Mathematics)
  - Juanita Del Toro (Social and Applied Sciences)
  - Loretta Visomirskis (English)
  - Margaret Oyeleye (English)
  - Matthew Williams (World Languages / English Language Learning)
  - Phillip Vargas (Physical Science)
  - Sandy Vue (Research and Planning)
  - Todd Heldt (Library)
  - Ukaisha Al-Amin (English)
  - Veronica Villanueva (Academic Support)
  - Zeke Yusof (Physical Science)
  
- **Intro:** Erica welcomed us and then let us each introduce ourselves.
  
- **Mission:** Erica reminded us we assess student learning and give recommendations on how to improve it. We don't do evaluation, such as of individual instructors. And we don't do program review, though we can support program assessment. Unit assessment liaisons support departments according to their more specific assessment needs.
  
- **Lingo:** Erica quizzed us on tricky assessment lingo. Here are some highlights.
  - ILO: Institutional learning outcomes. Broad outcomes covering all courses & programs, including curricular and cocurricular components of students' learning at HWC.
  - Cocurricular Assessment: Focuses on everything happening alongside the classroom, such as advising and student services.
  - Unit: A flexible term that refers to a block of student learning varying in size and scale, yet always bigger than a section to avoid evaluation of an individual (our assessment work focuses on "the aggregate").
  - Direct Assessment: On learning that students actually do/performance/demonstrate.
  - Indirect Assessment: On students' perceptions of the learning that they do.
  
- **Institutional-Level Assessment of Student Learning:** Ukaisha shared about last semester's pilot of assessing the "participate" ILO, a mix of direct and indirect assessment. We will run the assessment full scale this semester.
  
- **OER:** Todd has created a [website of tips](#) for converting to open educational resources.

**Assessment Committee**  
**Harold Washington College**



**Chaired by Erica McCormack**  
**Minutes for 9/15/2021**

● **Attendance:**

- Aimee Krall-Lanoue (Office of Instruction)
- Amy Rosenquist (English)
- Ashley Stokes (Guest, Grad Student at Erikson Institute)
- Bridgette Mahan (Business)
- Carrie Nepstad (Social & Applied Sciences)
- Catherine Willis (Social & Applied Science)
- Chao Lu (Mathematics)
- David Richardson (Humanities)
- Erica McCormack (Humanities)
- Evan Boyle (SGA)
- Farah Movahedzadeh (Biology)
- Hamed Sarwar (Biology)
- Jeffrey Swigart (Mathematics)
- Juanita Del Toro (Social & Applied Sciences)
- Loretta Visomirskis (English)
- Matthew Williams (World Languages / English Language Learning)
- Paul Wandless (Art)
- Phillip Vargas (Physical Science)
- Sandy Vue (Research and Planning)
- Todd Heldt (Library)
- Ukaisha Al-Amin (English)
- Veronica Villanueva (Academic Support)
- Viggie Alexandersson (English, MXC)
- Yev Lapik (Biology)

- **Intro:** Erica welcomed everyone, with a special welcome to our student guest from SGA, Evan Boyle. Carrie motioned to approve last week's minutes, Amy seconded, and the committee approved.
- **Research and Planning:** Sandy Vue shared that her office on the 11th floor works to generate data about the college as a whole, such as data about course enrollment and completion, and overall student satisfaction. For example, the Student Satisfaction Inventory looks at students' sense of belonging and their perception of student services. Though she is also here to support our committee's work of assessing student learning.
- **ILO:** Ukaisha shared that in week 12 of this semester we plan to run the full survey of the ILO (institutional learning outcome) of "participate", after running the pilot last spring. We will try to avoid survey fatigue by checking with the admin and SGA about any surveys they're running.
- **Cocurricular:** Veronica shared about a survey to students asking tutoring services should be called, such as "Hub at Harold". She used Navigate to run the survey, which worked really well.
- **Hispanic Heritage Month:** Erica shared the link for [the calendar for Hispanic Heritage Month](#).
- **Assessment Certificate Program:** Carrie shared about this joint project among DePaul, Loyola, and the CCC, which involves various workshops on assessment. Viggie shared that the workshops are fun and manageable. Erica encouraged committee involvement.
- **Program Assessment:** Carrie gave an update on her work on renewing NAEYC accreditation for child development. It must be shown that assessment is interwoven into the program, not just a side thing. She'll continue with the presentation in an upcoming meeting.

**Assessment Committee**  
**Harold Washington College**



*Chaired by Erica McCormack*  
*Minutes for 9/22/2021*

● **Attendance:**

- Amy Rosenquist (English)
- Ashley Stokes (Guest, Grad Student at Erikson Institute)
- Bridgette Mahan (Business)
- Chao Lu (Mathematics)
- David Richardson (Humanities)
- Erica McCormack (Humanities)
- Evan Boyle (SGA)
- Farah Movahedzadeh (Biology)
- Jeffrey Swigart (Mathematics)
- Juanita Del Toro (Social & Applied Sciences)
- Matthew Williams (World Languages / English Language Learning)
- Paul Wandless (Art)
- Phillip Vargas (Physical Science)
- Sandy Vue (Research and Planning)
- Todd Heldt (Library)
- Ukaisha Al-Amin (English)
- Veronica Villanueva (Academic Support)
- Zeke Yusof (Physical Science)

- **Intro:** Erica welcomed everyone. Paul motioned to approve last week's minutes, Todd seconded, and the committee approved.
- **OER:** Todd shared about his work in encouraging instructors to use open educational resources. OER often involves a free textbook yet no assessment materials. Todd therefore asked if he could include a line in his messaging about our committee being willing to help instructors write their own assessments. Paul motioned to approve, Jeff seconded, and the committee approved.
- **ILO Participate:** Phil shared about his data analysis of last semester's pilot survey on the institutional learning outcome of "participate". For example, when students were asked about their preferred method of participation in a group or team, the most frequent answers included active listening, asking questions, and completing tasks on one's own. When students were asked about their willingness to have their views challenged, the most frequent answer was "always". One suggested edit was to also ask students about what helped them to participate, not just what kept them from participating. It also seemed like students didn't know enough about the available clubs, so we would like to better advertise them. We'll continue to prepare for the full administration of this survey later this semester.

# Assessment Committee Harold Washington College



Chaired by Erica McCormack  
Minutes for 9/29/2021

- **Attendance:**

- Aimee Krall-Lanoue (Office of Instruction)
- Amy Rosenquist (English)
- Bridgette Mahan (Business)
- Carrie Nepstad (Social & Applied Sciences)
- Chao Lu (Mathematics)
- David Richardson (Humanities)
- Erica McCormack (Humanities)
- Evan Boyle (SGA)
- Farah Movahedzadeh (Biology)
- Hamed Sarwar (Biology)
- Ivanhoe Tejada (Architecture)
- Jeffrey Swigart (Mathematics)
- Juanita Del Toro (Social & Applied Sciences)
- Matthew Williams (World Languages / English Language Learning)
- Paul Wandless (Art)
- Phillip Vargas (Physical Science)
- Todd Heldt (Library)
- Ukaisha Al-Amin (English)
- Veronica Villanueva (Academic Support)
- Yev Lapik (Biology)
- Zeke Yusof (Physical Science)

- **Intro:** Erica welcomed everyone. Carrie requested permission to share the recording of this meeting with the NAEYC accreditation team. Carrie motioned, Juanita seconded, and the committee approved. After reviewing the minutes from last week, Paul motioned to approve the minutes, Phil seconded, and the committee approved.
- **NAEYC:** Carrie discussed her continued work in renewing the accreditation for child development. Her department often discusses what students struggle with and then works together to improve those specific things, such as the appropriate timing of an assessment to ensure students have had opportunities to practice the skill before conducting the assessment. They often approach their outcomes from broad to specific, from program level to course level, like backwards design to achieve alignment within the program. Carrie also shared about how important it is for students to be able to analyze kids' books in addition to reading them aloud. Todd suggested having read-aloud days in the library.
- **Plagiarism:** Amy shared about her continued project on plagiarism. She piloted a survey last semester and is now editing it to do it fully this semester. There are some direct assessment questions in which an essay passage that includes plagiarism in the form of synonym substitutions shown next to its source text, and it must be decided if the essay plagiarized the source. Feedback was requested about the survey and in particular about these essay passages. .
- **Participate:** Erica asked everyone to look at the Participate pilot data about the open-ended questions to consider necessary edits to the survey questions, specifically at the open-ended questions 13, 14, and 15.

# Assessment Committee Harold Washington College



Chaired by Erica McCormack  
Minutes for 10/6/2021

- **Attendance:**

- Amy Rosenquist (English)
- Bridgette Mahan (Business)
- Carrie Nepstad (Social & Applied Sciences)
- Chao Lu (Mathematics)
- David Richardson (Humanities)
- Erica McCormack (Humanities)
- Farah Movahedzadeh (Biology)
- Jeffrey Swigart (Mathematics)
- Juanita Del Toro (Social & Applied Sciences)
- Loretta Visomirskis (English)
- Matthew Williams (World Languages / English Language Learning)
- Paul Wandless (Art)
- Phillip Vargas (Physical Science)
- Sandy Vue (Research and Planning)
- Ukaisha Al-Amin (English)
- Veronica Villanueva (Tutoring)

- **Intro:** Erica welcomed everyone. Paul motioned to approve last week's minutes, Juanita seconded, and the committee approved.

- **Participate Pilot:** Last week Erica had asked everyone to look at the Participate pilot data about the open-ended questions 13, 14, and 15. So this week we broke into groups to discuss potential edits to the survey. Here are some of the major points:
  - **Distinguishing:** Did students distinguish the different meanings of the questions well enough? On another note, how do we distinguish between what's happening in students' personal lives versus what has to do with HWC.
  - **Terms:** What does "racial climate" mean to students? Should we use "BIPOC" or "people of color" or a different term?
  - **Identity:** How will students of different identities respond? Specifically, how do we handle privileged students criticising a focus on racial equity? Multiple committee members shared that such criticism is tiring, but we cannot simply ignore it.
  - **This is Fine:** Many students rated HWC positively for its racial climate, mainly by noting and lauding its diverse student population. Yet there was also a small number of concerning answers. How do we balance between feeling good about our progress while continuing to work hard for the students still feeling left out? And how do we move more of our community to a deeper and more active commitment to equity rather than a more passive recognition of diversity as a positive component that already exists at HWC? Also, many students may simply say things are fine while they really aren't.
  - **Evaluation:** Many students interpreted the open-ended question about racial climate as evaluative of HWC's racial climate rather than simply describing it. Sandy noted that this reflects the fact that students may be primed to expect a question like this to be one focused on evaluation, so we should consider that lived experience and better align our question with those nuanced expectations.

**Assessment Committee**  
**Harold Washington College**



*Chaired by Erica McCormack*  
*Minutes for 10/13/2021*

- **Attendance:**
  - Ainka Clepper (Advising and Transition)
  - Chao Lu (Mathematics)
  - Erica McCormack (Humanities)
  - Evan Boyle (SGA)
  - Farah Movahedzadeh (Biology)
  - Ignatius Gomez (Biology)
  - Jeffrey Swigart (Mathematics)
  - Juanita Del Toro (Social & Applied Sciences)
  - Loretta Visomirskis (English)
  - Matthew Williams (World Languages / English Language Learning)
  - Paul Wandless (Art)
  - Phillip Vargas (Physical Science)
  - Sandy Vue (Research and Planning)
  - Todd Heldt (Library)
  - Ukaisha Al-Amin (English)
  - Veronica Villanueva (Tutoring)
  - Viggie Alexandersson (English, MXC)
  - Zeke Yusof (Physical Science)
  
- **Intro:** Erica welcomed everyone and congratulated Ainka on being promoted to Associate Dean of Advising and Transition and Ukaisha on her newly tenured status. Paul motioned to approve last week's minutes, Loretta seconded, and the committee approved.
  
- **Tutoring:** Veronica shared an update about how busy tutoring has been because of midterms, but they have had plenty of tutors to help everyone out.
  
- **Participate Survey Edits:** Ukaisha led everyone in discussing and editing the survey on Google Docs. Here are some of the themes:
  - **Clarity:** We tried to make some questions more clear. For example, instead of asking students to rate their openness to certain forms of participation, we considered instead asking students to consider how they would react to such forms of participation.
  - **Length:** Some questions are repetitive, so we're considering cutting some questions.
  - **Terms:** We're adding the definition of racial climate by Dr Christy Byrd to help students answer the question about racial climate. We're also considering our use of terms like cultural identity and ethnicity.

**Assessment Committee**  
**Harold Washington College**



**Chaired by Erica McCormack**  
**Minutes for 10/20/2021**

● **Attendance:**

- Aimee Krall-Lanoué (Office of Instruction)
- Amy Rosenquist (English)
- Ashley Stokes (Guest, Grad Student at Erikson Institute)
- Bridgette Mahan (Business)
- Carrie Nepstad (Social & Applied Sciences)
- David Richardson (Humanities)
- Erica McCormack (Humanities)
- Farah Movahedzadeh (Biology)
- Hamed Sarwar (Biology)
- Ignatius Gomez (Biology)
- Jeffrey Swigart (Mathematics)
- Juanita Del Toro (Social & Applied Sciences)
- Matthew Williams (World Languages / English Language Learning)
- Paul Wandless (Art)
- Phillip Vargas (Physical Science)
- Todd Heldt (Library)
- Ukaisha Al-Amin (English)
- Zeke Yusof (Physical Science)

- **Intro:** Erica welcomed everyone and congratulated Carrie on her department's NAEYC accreditation visit being done. Carrie said it went well and thanked Erica for attending part of it. Amy motioned to approve last week's minutes, Ukaisha seconded, and the committee approved.
  
- **Participate Survey Edits:** Erica thanked everyone for the edits so far and hoped to vote on final approval within the next week or two. The committee then discussed the pending suggestions including:
  - Possibly getting rid of some questions.
  - Making the answer scales more consistent.
  - Being careful with terms such as cultural identity, group, entity, community, and racial climate.
  - Considering how many open-ended questions we should have.
  - Considering whether we should analyze the resulting data by race. In light of the HWC Equity plan, it is important to disaggregate the data so we can better understand how to ensure equity for our students.

**Assessment Committee**  
**Harold Washington College**



*Chaired by Erica McCormack*  
*Minutes for 10/27/2021*

● **Attendance:**

- Amy Rosenquist (English)
- Ashley Stokes (Guest, Grad Student at Erikson Institute)
- Bridgette Mahan (Business)
- Carrie Nepstad (Social & Applied Sciences)
- Chao Lu (Mathematics)
- David Richardson (Humanities)
- Erica McCormack (Humanities)
- Farah Movahedzadeh (Biology)
- Jeffrey Swigart (Mathematics)
- Juanita Del Toro (Social & Applied Sciences)
- Matthew Williams (World Languages / English Language Learning)
- Paul Wandless (Art)
- Phillip Vargas (Physical Science)
- Sandy Vue (Research and Planning)
- Todd Heldt (Library)
- Ukaisha Al-Amin (English)
- Veronica Villanueva (Tutoring)
- Zeke Yusof (Physical Science)

- **Intro:** Erica welcomed everyone. Paul motioned to approve last week's minutes, Juanita seconded, and the committee approved.

- **Participate Survey Edits:** Erica shared that during the last week she applied the edits suggested during the last meeting, including the following:

- Combined many questions into a multipart question #1.
- Addend a definition of cultural identity in question #7.
- Added a definition of racial climate in question #13 and made it multipart.

We then discussed further edits, especially the large number of long answer questions. Zeke motioned to cut 12a and 12b, Todd seconded, and the committee approved, bringing the survey down to three long answer questions. Erica will apply the edits in the coming days, and we'll vote on full approval next week.



# Assessment Committee Harold Washington College



Chaired by Erica McCormack  
Minutes for 11/3/2021

- **Attendance:**

- Amy Rosenquist (English)
- Bridgette Mahan (Business)
- Carrie Nepstad (Social & Applied Sciences)
- Chao Lu (Mathematics)
- Erica McCormack (Humanities)
- Farah Movahedzadeh (Biology)
- Jeffrey Swigart (Mathematics)
- Juanita Del Toro (Social & Applied Sciences)
- Loretta Visomirskis (English)
- Matthew Williams (World Languages / English Language Learning)
- Nancy Berrera (SGA)
- Paul Wandless (Art)
- Todd Heldt (Library)
- Ukaisha Al-Amin (English)
- Veronica Villanueva (Tutoring)
- Zeke Yusof (Physical Science)

- **Intro:** Erica welcomed everyone. Carrie motioned to approve last week's minutes, Ukaisha seconded, and the committee approved.
- **Participate Survey Practice:** Erica shared that during the last week she applied the edits suggested during the previous meeting. We took the survey silently in order to experience what students will experience. We then discussed the following:
  - **Time:** The average time of completion was a bit more than 15 minutes, so students will likely need 20 minutes.
  - **Flow:** Should we keep the survey in three sections requiring a click of "next" for each section, or should we change to one long section so the whole survey can be seen at once? The committee chose to change to one long section.
  - **Header:** Can we freeze the header to stay visible while scrolling? This doesn't seem to be possible on Google Forms. Erica may investigate whether it's possible to get a SurveyMonkey Pro account or something that may allow for that.
  - **Phone:** The survey is possible yet difficult to complete on a phone. But this may be because the phone was in portrait mode, and landscape mode may be better.
  - **Survey Monkey:** This or another paid service may be worth it to make the survey look better on a phone.
  - **Required:** Should the questions be required to have an answer to submit the survey?
  - **Other:** How can we make sure students are comfortable in completing the survey? Do we need to be careful with the difference between participation and engagement? Have we included enough definitions of tricky words?
  - **Approval:** Amy motioned to approve the survey pending cosmetic changes that Erica will later make. Carrie seconded the motion, and the committee approved.

# Assessment Committee Harold Washington College



Chaired by Erica McCormack  
Minutes for 11/10/2021

- **Attendance:**

- Amy Rosenquist (English)
- Bridgette Mahan (Business)
- Chao Lu (Mathematics)
- Ellen Goldberg (Transfer Center)
- Erica McCormack (Humanities)
- Farah Movahedzadeh (Biology)
- Hamed Sarwar (Biology)
- Ignatius Gomez (Biology)
- Jeffrey Swigart (Mathematics)
- Juanita Del Toro (Social & Applied Sciences)
- Matthew Williams (World Languages / English Language Learning)
- Paul Wandless (Art)
- Phillip Vargas (Physical Science)
- Sandy Vue (Research and Planning)
- Todd Heldt (Library)
- Ukaisha Al-Amin (English)
- Veronica Villanueva (Tutoring)
- Zeke Yusof (Physical Science)

- **Intro:** Erica welcomed everyone. Amy motioned to approve last week's minutes, Paul seconded, and the committee approved.
- **Participate Survey Practice:** Erica thanked everyone for the feedback last week on the survey. She's currently working on typing it out on Qualtrics with the help of Sandy and Veronica. Hopefully this will offer us more flexible options than Google Forms, including freezing the header while scrolling and better overall viewing on a phone. Erica asked for volunteers to take the pilot of the Qualtrics version. Amy, Bridgette, Farah, Juanita, Matthew, and Paul volunteered. Erica will then send out the official survey link on Friday, and we'll let students complete it over the following two weeks.
- **Newsletter:** Erica reminded everyone to start preparing their newsletter articles. We agreed on a draft due date of December 1st. Here are the ideas that were shared:
  - **More Than Just Data:** Paul encouraged everyone to write articles on a variety of topics such as passion for assessment.
  - **Before and After:** Erica would like to hear stories about how our opinions of assessment have changed since being on the committee. Erica also likes the idea of a Highlights-themed array of articles to make it more engaging and fun. Phillip thought this could include a cartoon in the style of Goofus and Gallant about how assessment data should and shouldn't be used.
  - **Institutional Memory:** Matthew shared about all he's learned on the committee about the culture and history of our college. Such institutional memory is especially important when there is so much turnover in the admin.
  - **Modalities:** Farah considered writing about teaching face-to-face again, and Bridgette considered writing about ways to improve online learning.
  - **Photos:** If we use newer photos, we need to make sure we have permission from everyone. Jeff has many old permission forms filled out and can get more if needed.

**Assessment Committee**  
**Harold Washington College**



**Chaired by Erica McCormack (Humanities)**  
**Minutes for 11/17/2021**

● **Attendance:**

- Amy Rosenquist (English)
- Bridgette Mahan (Business)
- Carrie Nepstad (Social & Applied Science)
- Chao Lu (Mathematics)
- David Richardson (Humanities)
- Ellen Goldberg (Transfer Center)
- Erica McCormack (Humanities)
- Farah Movahedzadeh (Biology)
- Hamed Sarwar (Biology)
- Ignatius Gomez (Biology)
- Jeffrey Swigart (Mathematics)
- Juanita Del Toro (Social & Applied Sciences)
- Loretta Visomirskis (English)
- Matthew Williams (World Languages / English Language Learning)
- Paul Wandless (Art)
- Phillip Vargas (Physical Science)
- Sandy Vue (Research & Planning)
- Todd Heldt (Library)
- Ukaisha Al-Amin (English)
- Veronica Villanueva (Tutoring)
- Zeke Yusof (Physical Science)

- **Intro:** Erica welcomed everyone. Juanita motioned to approve last week's minutes, Dave seconded, and the committee approved.

● **Participate Survey:** We discussed the following:

- **Testers:** Erica thanked all who tested the Qualtrics version of the survey, which is now live.
- **Share:** We can now give the survey to our own students and tell colleagues about it. Remember personal invitations work better than mass emails.
- **Class Time:** We can encourage colleagues to use class time for their students to do the survey because of the three open-ended questions. Students may not be willing to put in the necessary amount of time unless they have time in class.
- **Qualtrics:** Erica shared her screen and showed the survey on Qualtrics. She illustrated the improvements of Qualtrics compared to Google Docs, such as how cleanly the survey shows up on a phone.
- **Confirmation Page:** This is optional for those instructors who want to use it, such as when offering extra credit. Students could easily use the page fraudulently, yet we doubt many would go to that much trouble just for a bit of extra credit.
- **Advertising:** Mass emails are OK, just keep it personal to avoid it coming off like it's from the admin. We want everyone to know this is coming from faculty.

● **Newsletter:** We discussed the following:

- **Creative Ideas:** We're considering designing the newsletter like Highlights magazine, creating memes with our own photos, and making an assessment-themed Goofus and Gallant cartoon.
- **Google Doc:** Erica will share a blank Google Doc for us to paste our articles to.
- **Topics:** Student learning, the six-stage assessment process, what it's like being on committee, our own journey and growth in assessment.
- **Timeline:** Article drafts are due December 1st. We'll then work on editing for a bit and distribute on December 12th.

**Assessment Committee**  
**Harold Washington College**



*Chaired by Erica McCormack (Humanities)*  
*Minutes for 12/01/2021*

- **Attendance:**
  - Amy Rosenquist (English)
  - Bridgette Mahan (Business)
  - Carrie Nepstad (Social & Applied Science)
  - Chao Lu (Mathematics)
  - David Richardson (Humanities)
  - Erica McCormack (Humanities)
  - Farah Movahedzadeh (Biology)
  - Jeffrey Swigart (Mathematics)
  - Juanita Del Toro (Social & Applied Sciences)
  - Loretta Visomirskis (English)
  - Matthew Williams (World Languages / English Language Learning)
  - Nancy Berrera (SGA)
  - Paul Wandless (Art)
  - Phillip Vargas (Physical Science)
  - Todd Heldt (Library)
  - Ukaisha Al-Amin (English)
  - Zeke Yusof (Physical Science)
- **Intro:** Erica welcomed everyone. Loretta motioned to approve last week’s minutes, Amy seconded, and the committee approved.
- **Participate Survey:** Erica shared that we’re only at 50% of our participation goal. So we’ll extend the survey deadline to the end of the semester. After Phil analyzes the data, we’ll report on the results. Ukaisha asked everyone to think about what we should do after that. Choices include assessing another ILO, running the query survey again, or a mixture of the two involving a query-style survey on an ILO.
- **Newsletter:** Erica shared that the theme will be “Assess With a Purpose” with a design like a Highlights magazine. She reminded the unit liaison that their articles are required by the charge. For everyone else articles are optional yet welcomed. She asked if someone would be willing to write an advice column like Highlights does, perhaps something about one’s own previous misconceptions of assessment. Drafts are due today, and we’ll edit next week.
- **Future Leadership:** Jeff will be on sabbatical next semester, and Erica is applying for sabbatical fall 2022. Anyone interested in leadership can let current leadership know.
- **Remote:** We discussed whether to meet in person or remote next semester. A hybrid option could involve room 1046’s ceiling camera. We voted to stay remote.
- **Other Announcements:**
  - **PLA:** Bridgette shared that she knows someone at district interested in talking to us about prior learning assessment. Erica and Bridgette will follow up.
  - **Last Meeting:** Next week is our last meeting of the semester.
  - **Accreditation:** Carrie, along with Theresa Carlton, is starting the draft for the October 2022 accreditation report. They will share the draft for editing when the time comes.
  - **Unit:** Erica encouraged unit liaisons how they might include general education outcomes into their work, since our broader work now focuses on institutional learning outcomes.
  - **ACP:** Carrie, along with Viggy Alexandersson, will be presenting for the Assessment Certificate Program being run by DePaul and Loyola.

**Assessment Committee**  
**Harold Washington College**



*Chaired by Erica McCormack (Humanities)*  
*Minutes for 12/08/2021*

● **Attendance:**

- Amy Rosenquist (English)
- Bridgette Mahan (Business)
- Carrie Nepstad (Social & Applied Science)
- Chao Lu (Mathematics)
- David Richardson (Humanities)
- Erica McCormack (Humanities)
- Farah Movahedzadeh (Biology)
- Jeffrey Swigart (Mathematics)
- Juanita Del Toro (Social & Applied Sciences)
- Loretta Visomirskis (English)
- Matthew Williams (World Languages / English Language Learning)
- Paul Wandless (Art)
- Phillip Vargas (Physical Science)
- Todd Heldt (Library)
- Ukaisha Al-Amin (English)
- Veronica Villanueva (Tutoring)
- Viggie Alexandersson (English, MXC)
- Zeke Yusof (Physical Science)

- **Intro:** Erica welcomed everyone. Paul motioned to approve last week's minutes, Amy seconded, and the committee approved.
- **End of Semester:** Today is our last meeting of the semester. We'll resume week 2 of next semester, mostly on Zoom but perhaps one meeting in person.
- **Participate:** We have 812 responses so far on our survey on the ILO (institutional learning outcome) of participate. The faculty-wide emails are working again using the listserv. Remind your own students too. Next semester Phil will analyze the data, and Ukaisha will lead a committee-wide discussion on it.
- **Assessment Times:** This issue will be themed like Highlights magazine and will include memes, Goofus and Gallant cartoons, and many articles. Erica will start the final draft on Dec 10th using Canva since it has better layout options than Google Docs. She asked for any personal Goofus and Gallant moments, such as something you misunderstood about assessment and then later fixed.
- **Leadership:** Dave will take over as vice-chair of unit assessment since Jeff will be on sabbatical next semester. Erica asked for anyone interested in leadership to contact her.
- **Assessment Certificate:** Carrie and Viggie shared that the sessions they led with DePaul went really well. One of the themes was focusing on what you have the power to change. They were also proud to simply tell others about the uniqueness of our committee. There are more sessions coming soon.
- **OER:** Contact Todd if you're interested in transitioning to open educational resources. He's already helped Carrie with a child development guide and Amy with an English 102 guide. Sara Stigberg has created guides for art history and architecture.
- **Thank Yous:** Erica thanked Dave for stepping in as the vice-chair of unit assessment, liaisons for continuing their roles next semester, Ukaisha for leading us in our new ILO approach, Phil for the work he will soon be doing on the participate data, Viggie for attending our meetings as a rep from another college, Veronica for her work on cocurricular assessment, Jeff for working on older annual reports, and everyone else for their hard work this semester.