

Assessment Committee
Harold Washington College



Chaired by Erica McCormack (Humanities)
Minutes for 1/26/2022

● **Attendance:**

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

- **Intro:** Erica welcomed everyone. Dave motioned to approve Dec. 8 (week 15 of the Fall 2021 semester) minutes, Paul seconded, and the committee approved.
- **Roles:** Since some people have moved into different positions, attendees introduced themselves and the role they play on the committee for the current semester.
- **Participate ILO Review:** Erica reviewed the [Six Stages of Assessment](#) that the committee follows and announced that we are entering Stage 5 (Data Analysis) with the Participate survey administered last semester.

She reminded everyone about how the Participate survey was administered during week 12, originally planning to close it at the end of November, but since we only had half the number of responses we were hoping for at that time (500/1000) and since the content of the survey wouldn't be compromised by extending the time it was made available to students, we opted to leave it open for the remaining weeks of the semester, as we know that there tends to be a last-minute surge of students seeking extra credit.

This extension was worthwhile, as we did wind up receiving 1000 responses exactly by the time the survey closed at the end of the semester. The raw data has been sent to Phil for data analysis, which he'll begin working on now. Unfortunately, due to unforeseen last-minute course scheduling issues, Phil will be teaching a mini-session that conflicts with these weekly meetings, so he and Erica will figure out a way to regularly convey information from him to the committee and back.

We will be interested to see what the data reveals about the ways and extent to which our students participate, and we're also interested to see what we learn about students' endurance within a longer survey like this one so we can apply that when designing future Qualtrics surveys. There were a few open-ended questions, and none of the questions HAD to be answered in order to complete the survey, so we are interested to learn what proportion of participants answered all the multiple choice questions (or which ones were most frequently skipped) and what proportion of participants provided answers to the short answer questions.

- **Cocurricular Update:** Veronica shared a bit about the changing physical landscape of the college offices, including but not limited to the tutoring center being condensed and tutoring hours being

shifted, to help those of us who haven't returned to campus better envision which offices are connected and where student interactions are happening as well.

Veronica also encouraged committee members with questions related to student services and cocurricular areas of the college—especially related to student learning within these areas—to bring those questions to her so she can help answer them.

She also shared that she is investigating ways to distribute the tutoring survey that she worked on in previous semesters to make it a more automatic part of the tutoring process.

- ***Assessment Certificate Program:*** Veronica and Erica encouraged committee members to attend one or more of the sessions in the ACP. There are options in February and March, and one in May as well.
- ***Coordinating with SGA, Local Admin, and District Admin:*** Evan and Nancy said that they aren't aware of any surveys this semester through SGA, but we will be sure to share relevant information with them. Sandy also agreed to keep the committee posted about College- or District-level surveys that are planned so we can coordinate timing and avoid redundancies as well as survey fatigue.
- ***Any Other Business:*** Chao shared a question regarding the math assessment having fewer respondents than she was hoping for and wanting to know whether the data needs to be thrown out if it doesn't reach a statistically representative sample or what should be done with it. The committee members suggested a few ways to generate additional data and reminded her that there have been other surveys where we've analyzed the data we did receive and describing patterns we notice while also offering caveats that, because the data doesn't represent a statistically significant sample of students, we can't use that data to support claims about student learning.
- ***Defining "Harold Washington Student":*** Phil acknowledged that there is some confusion over how to define a HW Student. Headcount of HW students is different from headcount of those taking at least one class with us. Our committee considers the headcount of students taking at least one class with us to be our definition of "HW Student" for our surveys, but that is different from what some of our other college statistics might do (for example, ICCB does not use this same definition). We consider any student taking a course with us to be a HW student, but they may not self-identify that way or even know which school they're affiliated with (especially if only taking remote or online courses).

Assessment Committee
Harold Washington College



Chaired by Erica McCormack (Humanities)
Minutes for 3/30/2022

- **Attendance:**
 - Amy Rosenquist (English)
 - Chao Lu (Mathematics)
 - David Richardson (Humanities)
 - Erica McCormack (Humanities)
 - Juanita Del Toro (Social/Applied Sci)
 - Paul Wandless (Art)
 - Matthew Williams (World Lang/ELL)
 - Ignatius Gomes (Biology)
 - Ukaisha Al-Amin (English)
 - Alysandra Cruz-Bond (Adv/Transfer)
 - Todd Heldt (Library)
 - Zeke Yusof (Physical Science)
 - Farah Movahedzadeh (Biology)
 - Joe Hinton (Assoc Dean, Careers)
 - Carrie Nepstad (Social/Applied Sci)
 - Veronica Villanueva (Acad Support)
- **Previous Minutes:** Erica called the meeting to order and posted the link for the previous week's minutes for review. Paul motioned to approve for a fourth straight week and Veronica got the second, quick as kindness. Votes were submitted and the minutes were approved.
- **Spring Assessment Times:** Erica laid out the timeline for the Spring edition of *Assessment Times*. She named April 8th as the due date for initial drafts of articles from anyone and everyone who would like to contribute one (along with a warm and compelling invitation for everyone and anyone to contribute anything from a quote, to cartoon, to paragraph, to full-blown adaptation of some or all of some report or other. Editing will occur during the week after Spring Break (the week of April 18th), with an aim of having a final draft by April 29th. She also asked for suggestions if anyone had any for a issue theme, and Carrie rose to the occasion with multiple: Assessment as a Part of an Ethic of Care, Building Community with Assessment, Assessment for Peace, Assessment for Nourishment (featuring snack and cookie recipes). Erica shared a link to the Google Doc for draft submissions.
- **Spring Liaison Reports:** Erica also clarified the timeline for Unit Level/Department Liaison Annual Reports, and shared a link to a report template. She asked for rough drafts of those reports to be submitted by April 29th for initial review and editing, and discussed general expectations for those reports as a reminder to all, but especially for those who are doing their first.
- **Participate Open Ended Question Update:** Erica noted for the committee that the raters had finalized the rubrics for the three open-ended questions of the Participate survey and that they had held a norming session the previous day that went swimmingly (thanks, to all, but especially Phil). Shortly thereafter, Erica "lost her words in a cloud of hubris" before gathering herself and forging on, by which I mean she turned the mic over to Dave.
- **Review of Web Conversation on "Home-Grown Assessment":** Dave gave a shockingly succinct run-down on the discussion which primarily focused on data collection and reporting tools, and his and Erica's (not-new) impression that HWC Assessment truly is unlike assessment at most places. All of those who reported seemed to be engaged in versions of assessment that were administratively driven and determined, connected or consisting of evaluative practices, fraught with unwarranted assumptions about the quality of the data being collected and reported, and, generally, terrible, at least in Dave's opinion. They will be holding follow up discussions on two (again, unsurprising) topics: how to build a culture of assessment and get people to make use of findings. Dave will NOT attend.
- **Adjourn:** The meeting was adjourned at 4:02pm. (These minutes approved at 4/6 meeting)

Assessment Committee
Harold Washington College



Chaired by Erica McCormack (Humanities)
Minutes for 4/6/2022

- **Attendance:**

- Amy Rosenquist (English)
- Chao Lu (Mathematics)
- David Richardson (Humanities)
- Juanita Del Toro (Social/Applied Sci)
- Paul Wandless (Art)
- Matthew Williams (World Lang/ELL)
- Ukaisha Al-Amin (English)
- Ignatius Gomes (Biology)
- Alysandra Cruz-Bond (Adv/Transfer)
- Todd Heldt (Library)
- Zeke Yusof (Physical Science)
- Farah Movahedzadeh (Biology)
- Joe Hinton (Assoc Dean, Careers)
- Carrie Nepstad (Social/Applied Sci)
- Veronica Villanueva (Acad Support)
- Loretta Visomirskis (English)
- Viggie Alexandersson (English, MXC)
- Bridgette Mahan (Business)

- **Previous Minutes:** Dave and Ukaisha called the meeting to order and Ukaisha posted the link for the previous week's minutes for review. Paul kept his motion streak alive for a fifth week and Juanita seconded. With some help, Dave found the poll and the votes were counted and minutes approved.
- **Updates:** Dave reviewed the timeline for Assessment Times submissions and reiterated the invitation (pleading) for any and all recipe-related submissions (soft: April 8th; firm: April 18th; final: ASAP), as well as the timeline for liaison reports (end of April).
- **HLC Update:** Carrie updated the committee on some HLC-related business. Carrie requested that committee members complete (and share) a survey that will help build a list of changes that have occurred across the college since the last self-study four years ago.
- **Charge Review:** Discussion shifted to the review of the charge and, specifically, the question of whether a decision could be made on the pilot of "Process B" and some related language changes, including Ukaisha's suggestion of a time frame for Query Project expiration. After further discussion and some committee-wide drafting/word-smithing, Amy proposed adopting the pilot process permanently for college-wide, general assessment of student learning activities. The motion was seconded by (*someone*) and passed unanimously, except for three abstentions.
- **Query Project Possibility:** Dave proposed that, over the break and for future discussion, the committee members ponder the possibility of a new fall Query Project. While thinking about the Participate results and anecdotal expressions of the need for student (and college) community, his thoughts turned to simple initiatives that might be helpful in the fall and beyond that could be connected to a question (or two) that would be binary or multiple choice and provide us some actionable results and suggested "Do you know the names of two other students in each of your classes?" and "Do your instructors know your name?" Some brief, positive discussion followed.
- **Adjourn:** The meeting was adjourned at 4:00pm or close to it.
- These minutes were approved at the 4/20 meeting (after spring break).

*Assessment Committee
Harold Washington College*



*Chaired by Erica McCormack (Humanities)
Minutes for 4/20/2022*

● **Attendance:**

- Amy Rosenquist (English)
- Chao Lu (Mathematics)
- David Richardson (Humanities)
- Juanita Del Toro (Social/Applied Sci)
- Matthew Williams (World Lang/ELL)
- Ukaisha Al-Amin (English)
- Ignatius Gomes (Biology)
- Todd Heldt (Library)
- Zeke Yusof (Physical Science)
- Farah Movahedzadeh (Biology)
- Bridgette Mahan (Business)
- Erica McCormack (Humanities)
- Hamed Sarwar (Biology)

- **Previous Minutes:** Erica called the meeting to order and after a review of the minutes, Ukaisha came through with the motion to approve and Matthew provided the second, and they were approved without objection.

- **Updates:** Erica led a follow-up discussion on the prior week's conversation about the query project possibilities, asking if we would prefer to let it sit until fall or continue. Dave proposed getting a draft in place in upcoming meetings, if possible, in order to be able to deploy it quickly in the fall, given that the committee won't meet in the first week. Ukaisha suggested her interest in possibly including a question related to the Question 11(Community) results, having been inspired by her ratings of those responses. Erica agreed to put the topic on the next week's agenda, and then reminded the committee about Carrie's HLC Survey request, followed by an invitation to contribute to this semester's *Assessment Times*, if anyone has any additions to provide.

Erica also reminded liaisons that final report drafts are due April 29 and offered thanks to those who've already submitted an early draft. She concluded the update segment of the meeting by noting that no improvements have been made in district communications to our committee. Despite the requests our committee leadership has made over several semesters to get District to give us advance notice of any surveys they plan so we can be sure that our committee timeline doesn't overlap with a District initiative and contribute to survey fatigue. Faculty all received an email today notifying us that students are receiving something called a "Net Promoter Score Student Survey," and our committee was just as surprised as everyone else to receive that; we had no advance notice.

- **Charge Review:** The committee then shifted attention back to the charge. Various revisions and proposals were offered and accepted, changes were made, and the improvements were noticeable. In the final minutes of the meeting, there was some dramatic tension as the committee waited with baited breath to see if there would be a move to approve, but, in a move true to the television generation, the moment got pushed into a kind of cliff-hanger to be resolved in the penultimate week or the season finale.
- **Adjourn:** The meeting was adjourned at 4:01 pm, with palpable excitement in the air.
- These minutes were approved at the next meeting on 4/27.

*Assessment Committee
Harold Washington College*



*Chaired by Erica McCormack (Humanities)
Minutes for 4/27/2022*

● **Attendance:**

- Erica McCormack (Humanities)
- Amy Rosenquist (English)
- Chao Lu (Mathematics)
- David Richardson (Humanities)
- Juanita Del Toro (Social/Applied Sci)
- Matthew Williams (World Lang/ELL)
- Ukaisha Al-Amin (English)
- Joe Hinton (Careers)
- Paul Wandless (Art)
- Ignatius Gomes (Biology)
- Todd Heldt (Library)
- Zeke Yusof (Physical Science)
- Farah Movahedzadeh (Biology)
- Hamed Sarwar (Biology)
- Alysandra Cruz-Bond (Transfer)
- Carrie Nepstad (Social/Applied Sci)

- **Previous Minutes:** Erica (sans voice) and Ukaisha called the meeting to order and shared the previous week's minutes. After a review, Paul jumped on the chance to move to approve, followed by Amy's second, which barely beat out Juanita's second in the chat for a second second, and the minutes were approved without objection.
- **Updates:** Ukaisha and Dave (and Erica in the chat) shared reminders about the Liaison Reports and *Assessment Times* contributions.
- **Charge:** The Charge was shared for a final review, followed by Dave's move to approve the revised charge, absent of additional discussion. Todd seconded and Paul thirded, after which it went up for a vote and was approved with abstentions but without objection.
- **Query Project Possibilities:** Discussion turned to the previous week's proposal of some possible Query Project questions for Fall 2022. Dave and Ukaisha shared a review of the purpose and aims of the Query Project. Dave shared a Google doc with draft questions that had been discussed the prior week related to names. Questions and comments from Todd, Zeke, Farah, and Joe—as well as various contributions in the chat from Carrie, Amy, and others—led to consideration of the feasibility of various questions across the various modalities and in relation to and as a proxy for community and connectedness. Members were asked to share any revisions or suggestions for questions on the Google Doc by Tuesday at noon for discussion at the next meeting.
- **Participate Update:** Phil's latest update on the correlations among the survey's responses were shared with the committee, along with a VERY brief primer description provided by Dave, with the request that members review the information for further discussion at the next meeting.
- **Adjourn:** The meeting was adjourned at 4:00 pm on the nose!
- These minutes were approved at the next meeting on 5/4.

Assessment Committee
Harold Washington College



Chaired by Erica McCormack (Humanities)
Minutes for 5/4/2022

- **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. The meeting was called to order at 3:03. Jaunita motioned to approve last week's minutes, Loretta seconded, and the committee approved with a few abstentions.
- **Announcements:** As this was the last meeting of the semester, there were plenty of great acknowledgments and changes for the Fall.
 - Veronica will be the new Director of First Year Experience (FYE) and will be stepping down as the Co-Curricular Liaison.
 - Erica (The current Chair) will be going on Sabbatical in the Fall 22 semester.
 - Dave will step in as Chair of the Committee while Erica is away.
 - Paul is also going on Sabbatical in Fall.
 - Congratulations Veronica, Erica, and Paul!
 - Ashley has completed her course work and will be graduating. Congratulations, Ashley. Thanks for joining the meetings and learning about assessment.
- **Other Announcements:** Carrie's program review for Early Childhood Education was approved!! Yay! She reminded us that assessment is a process and will be reviewing and making changes to the program again following new NAEYC standards.
- **Modality:** We have not decided which modality the Fall 22 semester meetings will take, but Dave showed us the new technology updates to RM 1046 which would give us the option to run hybrid meetings.
- **Query Project Planning:** In order to prepare for another query project, the committee used the remaining time to review and make decisions on which questions we would want to ask. Dave shared a Google Form with 23 questions. Each form had a different arrangement of the same questions. The committee was tasked to choose their 'favorite' questions.
 - Zeke noticed the similarity in many of the questions.

- Dave recorded the initial results. Any questions that received less than 9 votes were taken off the list.
- This left us with 5 questions to discuss.
- ***A Few Highlights from the Discussion:*** Farrah emphasized the importance of inclusion and motivation and how that is different when looking at a group of instructors versus a group of students. If she had to choose a focus, it would be students' motivation.
 - Deciding between focusing on inclusion or motivation was difficult. Loretta proposed to focus on inclusion. Jaunita suggested that we may already have that information and therefore should focus on whether that inclusion makes students motivated.
 - Carrie reminded us to think about what we want to know or learn from the QP. The committee as a whole is still embracing the new ILO process.
 - Dave reiterated the importance of keeping the QP small using closed ended questions. He mentioned that the answers would still be student perceptions, but we could use this information to see the connections between the Participate survey and other learning outcomes.
 - The committee agreed that a likert scale for the answer options would be best based on the type of questions we were asking.
 - All in all, the committee's thoughts, ideas, and suggestions were extremely valuable!
- Dave and Ukaisha will continue to work on the questions and bring a revised version to the committee once we commence in the Fall.
- The meeting was adjourned at 4:04. Thanks everyone for staying and for the lively discussion!