

# DRAFT

Revised 12-10-03

Harold Washington College  
Assessment Program Administration:  
The Assessment Committee

*met at 3pm  
sit in circle*

## Definition:

The Assessment Committee is a joint student, faculty, and administration standing committee of the Faculty Council.

## Directive [12-10-03]:

**The Harold Washington Assessment Committee is committed to maintaining a campus culture focused on learning in which faculty, students, and the administration share a common understanding of the meaning, purpose and utility of assessment. It recognizes that for the faculty to be successful in this endeavor there must be meaningful input from students and strong support from the Administration. HWC characterizes "assessment of students learning" as a comprehensive process that is ongoing, systematic, structured and sustainable.**

To be effective, the assessment process involves:

1. Establishing faculty expectations for student learning and attainment that are explicitly and publicly stated and that set standards for the quality of the learning experience as well as its outcomes.
2. Aligning assessment activities, methods, and instruments with the learning outcomes expected by the faculty.
3. Gathering, analyzing, and interpreting evidence of student development and attainment to determine how well their performance aligns with faculty's stated expectations and standards.
4. Using assessment information from both direct and indirect measures:
  - a. To examine assumptions about learning
  - b. To understand how, when, and where learning takes place
  - c. To identify in what areas and for which students learning needs to be improved
  - d. To encourage efforts to make changes in modes of instruction, program curricula, learning resources, and support services designed to improve student learning
  - e. To create and sustain an institutional culture in which it is the College's priority to assure and improve the quality of education each academic program promises and offers.

- Harold Washington College 2003-2004 Catalog

***The membership of the Assessment Committee shall be as follows:***

- One faculty member as Committee Chair and one faculty member as Vice-Chairperson (Approved 9/17/03).
- At least one and not more than two full-time faculty members from each department appointed by the department Chairperson (Approved 9/17/03).
- **Each department is represented by two votes, one per appointed member [12-03-03]**
- One representative from the office of Student Affairs (Approved 9/17/03).
- One representative from the Center for Distance Learning (CDL) as *ex officio* chosen by the Dean of CDL (Approved 9/17/03).
- One student member with voting power, who has at least a 2.5 GPA, is recommended by the Student Government Association, and approved by the Dean of Student Services (Approved 9/17/03).
- Vice President Academic and Student Affairs, serving as *ex officio* (pending).
- **One member of the faculty council appointed by the Faculty Council [12-03-03]**
- **Appointment for membership of the Assessment Committee will be complete by Week Three of the Fall semester [12-03-03]**

***Assessment Committee's Relationship to Harold Washington College Faculty Council***

- **The Assessment Committee is a standing committee of the Faculty Council. As such, the Faculty Council will maintain oversight and approval of Assessment Committee policy [12-03-03].**
- **The Assessment Committee shall have one Faculty Council representative who shall be appointed by the council [12-03-03].** The primary role of the Faculty Council's presence on the Assessment Committee is to ensure, through feedback, that the two bodies are mutually informed of the accomplishments and concerns of the faculty relative to designing, collecting, analyzing and revising measurable approaches to learning within and across the academic disciplines. In addition, the Faculty Council and the Assessment Committee can monitor the general effect of assessment on the academic and social culture of the college.

***Assessment Committee's Relationship to Academic Departments***

- As part of its mission, the Assessment Committee will define assessment and disseminate information on current trends in assessment. The



Cellia can provide specific work with departments.

committee's relationship to the academic departments shall be that of reviewing faculty assessment plans and progress reports for the purpose of providing suggestions for revisions, where indicated. Upon request, individual assistance may also be provided to a department or identified faculty member.

how does it get reported to us?

\*\*\*NOTE: What is the recommended format for the Assessment Committee's work with the departments? How/when is information collected and in what form? What is the vehicle for the departments contacting/seeking committee supervision?

document what is happening at the institutional + departmental level

### The Assessment Committee Officers' Responsibilities:

**Chairperson (release time):** 6 hours of release time we make a recommendation decision of the pres + CAO

- Must be a tenured, full-time faculty member of Harold Washington College
- Nominated and voted in by members of the Assessment Committee on an annual basis.
- Will preside over scheduled Assessment Committee meetings using procedures in Robert's Rules of Order.

- "Resolved, that the rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern this committee in all cases to which they are applicable and in which they are not inconsistent with any special rules of order the committee may adopt" (RONR § 53, p. 529).

<http://www.robertsrules.com/authority.html>

- provide supervision for persons and offices charged with collecting, analyzing, and disseminating assessment data, the processes involved in acting on assessment data.
- Oversee the publication of an Annual Report describing the year's outcomes of the assessment of student academic achievement including indications, if any, of improvements in student learning following changes made in curriculum, modes of instruction, library holdings, etc. The report will be made a public document of the college.
- Oversee the development, distribution and monitoring of a schedule pertaining to assessment (i.e., as assessment calendar), listing the specific dates on or by which
  1. assessment instruments will be evaluated
  2. data and analysis will be submitted to the Committee
  3. the Committee will meet to review these data and analyses, and
  4. the Committee's report summary, commentary, and recommendations will be submitted to the Faculty Council and to the CAO.

- report to the Faculty Council\*

**Vice-Chairperson (release time?):**

Assessment Committee Charge  
Draft 12-10-03

12 hour load  
VS  
15 hour load

Coordinate  
① committee cross disc  
② liaison other student services  
Research + Planning  
Institutional Review + Planning

Other administrative & academic offices

Will coordinate

FRAG wording

Write the report  
this is for us  
not NCA

Spell out what it should contain

edit's the manuscript  
2x per semester minimum  
assessment newsletters  
letters for Chair  
3

- Must be a tenured, full-time faculty member of Harold Washington College
- Elected by the committee
- Provide supervision and track progress of the Cross-Disciplinary Learning Outcomes Groups
- Oversee the development of a resource book or an Assessment Handbook containing material to help academic units develop or adopt appropriate methods for gathering the kinds of information they will need for assessment and for measuring cognitive, behavioral, and affective learning.
- Will communicate directly with the Department Chairs regarding assessment activities at the departmental and classroom levels.

**Secretary:**

- Elected or appointed by the chair or provided by the VP's office?
- Will post electronic communication via Blackboard and e-mail to the committee members regarding meeting minutes and other related HWC Assessment information as well as outside resources and conferences.

**The Assessment Committee has the responsibility to:**

- Define Assessment at Harold Washington College as it relates to the Scholarship of the Assessment of Teaching and Learning in Higher Education;
- Ensure that the assessment procedures and practices adopted by the Assessment Committee, faculty, and administration are professionally sound and meet the needs of the College;
- Disseminate information regarding the field of Assessment and the corresponding assessment activities at HWC to the Harold Washington College Community including but not limited to faculty, administration, staff, and students;
- Provide a forum for dialogue, among academic units, faculty, administration, students and staff to discuss assessment for the purpose of improving student learning;
- Compile assessment results (numerical data and narrative analysis) from the institutional research office and from the academic units;
- Compile and analyze assessment results received from academic units;
- Summarize and interpret results in a written public annual progress report to the entire faculty, CAO and President at the end of each semester or year;
- Identify, prioritize, and recommend resources needed for the coming year to maintain or improve the academic assessment program at the institutional as well as departmental level;
- Make recommendations to the CAO for additional assessment processes and modifications in present practices and/or process;

*nail this down first*  
*this is how you make the case*  
*find out the history?*  
*release time for writing NCA report?*  
*Chair the committee*



- Make recommendations to the CAO and the HWCFC for modifications in the assessment process and calendar;
- Make recommendations to the CAO for integrating assessment and evaluation into the planning and budgeting calendar and processes at each level (college, academic unit, department).
- Train department faculty in the selection and use of instruments and measures appropriate to the kinds of learning they want to measure;
- Assist departments in planning and implementing activities to assess student learning across multiple sections of the same course;
- Assist the Cross-Disciplinary learning groups;
- Assist in the work involved in collecting and analyzing assessment data/information before quantitative and narrative results can be distributed and used by faculty.