

WITC Assessment Team Meeting Minutes Monday, February 1, 2010 via IP at each location

**Meeting Rooms: WITC ASH – 209; WITC NR – 144; WITC SLK - LAKE SUPERIOR (C) WITC RL – 122; WITC SUP - 115A
9:30 – 11:30 a.m.**

Ground Rules

- Construct agenda collaboratively & post as appropriate.
- Designate a facilitator, recorder, and/or reporter as needed.

- Review & adhere to Learning College tenets.
- Be courteous, respectful, and open to diverse opinions.
- Focus on the issue at hand, not on individuals.
- Record & disseminate minutes to all impacted.

- Start and end on time. Be there. Be prepared.
- Evaluate meetings & use feedback to improve the effectiveness of future meetings.
- Let meeting be an enjoyable experience.

Tenets

- Quality & continuous improvement are expected in all aspects of the college.
- Leadership is based on talent & vision.

- Learning environments are created & nurtured to maximize personal success.
- All individuals are valued.
- Dialogue takes place in a safe, open, & empathetic environment.

- Decision-making is collaborative & research based.
- Students & staff are both teachers & learners.
- Risk taking is encouraged.
- Diversity is respected & embraced.

Members: Alex Birkholz, Leslie Bleskachek, Nancy Cerritos, Wendy Dusek, Larry Gee, Mike Holtorf, Jodie Karr, Barb Landstrom, Ted May, Andrea Schullo, Dave Shipley, Diane Vertin, Barb Williams

Recorder: Mary Peters

Agenda Item	Discussion/Information	Actions/Outcomes
<p>Additional agenda item:</p> <p>Change in responsibilities--Ellen Hauser</p>	<p>Barb gave an update on the new responsibilities that Ellen Hauser will be taking on as of July 1, 2010. Her responsibilities will continue to include Program Review and Online Learning; added to her responsibilities will be working with the HLC Systems Portfolio, and Assessment. Ellen will become a member of the team in much the same resource role that Diane has had. It will be good to have Ellen on board and making sure our assessment work connects to all of these areas.</p>	<p>Ellen will be invited to the February 26th all-day Assessment Team meeting.</p>
<p>1. Friday, February 26th All day Assessment Team meeting in Board Room B at Shell Lake</p>	<p>Feb 26th— Tentative Agenda Items:</p> <ol style="list-style-type: none"> 1. Set up a plan for the May 17th Academic Day. 2. Work on a plan for Math and 	

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	<p>Communication assessment Day to be held in May.</p> <ol style="list-style-type: none"> 3. Outline of ongoing CWO assessment plan. 4. Two-day assessment retreat again this summer? 5. Assessment Team membership and roles. 6. Assessment site updates/work to be done: You can access the assessment Website from the Academic page at: http://www.witc.edu/affairs/index.htm 	
<p>2. Planning our 20-minute session, "Overview of the Assessment Action Project" for the 2-17-10 In-Service</p>	<p>The Assessment presentation will utilize I-Clickers to engage people with answers to our questions on the Assessment Action Project (CWO Assessment Plan). There is a need to share the clickers at a table; click in an answer for the group. This is another good way to promote interaction.</p> <ol style="list-style-type: none"> 1. Quick Overview—1 or 2 minutes and then flow into questions and answers utilizing clickers. 2. Help needed: Andrea—work on questions; behind the scenes 3. Presenter: Leslie? & a faculty member? 4. Larry will be one of the room roamers regarding the clickers. Everyone's help is needed! 	<p>Barb/Wendy will send out an e-mail asking for input and for presenters. E-mail went out at 11:47 a.m. on 2/1/2010. Please respond in a timely manner. Your input is important.</p>

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<p>3. Ed Assess, intro and overview</p>	<p>What is Ed Assess? (PPT sent by Wendy from NR).</p> <p>Ed Assess is a Software Assessment tool that works very tightly with Blackboard.</p> <p>Facts:</p> <ul style="list-style-type: none"> • The Online Taskforce is working on how this will be used. • We are not sure what the Assessment Team's role is • The Black Board mentors will become the official onsite trainers for the college. • It would be very good for the Assessment team members to be active and involved as reports, etc. are developed. • Limited to multiple choice, short answers, surveys. • Anyone now utilizing BB will benefit the most from Ed Assess vs onground assessment tools. Performance assessments are not conducive to the EdAssess. • Good model for the Gen Studies course outcomes. • Our Collegewide Outcomes, program outcomes, courses, can be connected to BB • Tie reliability and validity back to the outcomes. • It is a valuable tool <p>Students: Students log into BB and they can</p>	<p>An Ed Assess trainer will be coming to train staff-- Anyone interested, let Wendy know.</p>

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	<p>complete the assessments just like they are used to doing with their other assignments. Information and reminders to complete the assessment can be sent to the student.</p> <p><u>Reports:</u></p> <ul style="list-style-type: none"> • EAC Outcomes—reports can be created with a variety of parameters. • There are preformatted reports that can be shared in a variety of ways. • The results can be analyzed in a variety of charts, etc. • This is a way to accumulate hard data and then track changes. • Possibly the CWO artifact can be incorporated into this system. • Data can be logged for a period of time. <p><u>Questions:</u> How is this going to look for WITC and how will this be used?</p> <p><u>Concerns:</u></p> <ul style="list-style-type: none"> • Still need training on developing reliable assessment tools. • Don't want to put the cart before the horse. • Assessment team needs to have a loud voice as we move forward with this Software. • Who is in charge concerning the 	

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	EdAssess? <ul style="list-style-type: none"> • Need to compare web-enhanced classes to totally online courses. 	
<p>4. The role of the assessment team with online programs/courses etc.</p>	<p>Need to have more discussion about the Team's role related to online assessment. Assessment Team members Andrea, Wendy and Barb Williams are also on the Online Learning Taskforce with Ellen overseeing both of these teams.</p> <p>We really need more faculty involvement.</p> <p>Needs to be a bigger picture—Andrea reviews instructor's course outcome summaries. At times she sees courses that only have multiple choice tests that are used for their assessments.</p> <p>Hope is that with Ellen as a central point, the hoops should come together.</p>	
<p>5. Development of videos to 'train the trainers' for the written and oral rubrics for CWO on communication (program review people year 2)</p>	<p>Need a lead on making the videos for the Communication outcomes. These are for the Program Reviews, year 2.</p> <p>Perhaps some instructors would consider doing this as a class project.</p>	<p>Nancy Cerritos will take this project on with help from the Communication faculty. Alex will be happy to do the editing.</p>
<p>6. Discussion on the May 17th Collegewide Academic Day.</p>	<p>Suggested activity: Some training related to BB and EdAssess— Mock course--select the assessments from several categories—a, b, c— choose something applicable from each</p>	

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	<p>category.</p> <p>Assessment Team needs to drive the idea home that our college wants a variety of assessment tools within each course.</p> <p>The Assessment Team has first rights for time on May 17th.</p> <p>Upfront planning and notice about expectations need to get out to faculty as soon as possible.</p> <p>Diane will send out a “mark your calendar” to give direction and expectation to attend.</p> <p>Make sure Assessment is on the calendar.</p> <p>Academic Deans, Directors, Divisional Deans will be discussing the calendar this week Wednesday with the Registrar.</p>	