

## WITC Assessment Team Meeting

### Friday, April 4, 2008 IP Video 2:30-4:30 p.m.

Ashland Room-106    New Richmond Room-TLC    Rice Lake Room 206B    Shell Lake Conf. Rm C, ph ext. 2229    Superior 212C

#### 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:** Barb Landstrom, **Alex Birkholz**, Connie Bussewitz, **Nancy Cerritos**, Wendy Dusek, Larry Gee, **Jodie Karr**, Ted May, **Mary Ann Pebler**, Diane Vertin, Sharon Wichlidal, Barb Williams (Bold unable to attend, although Jodie joined us at 3:20)

**Recorder:** Mary Peters

| Agenda Item   | Discussion/Information   | Actions/Outcomes  |
|---|--|---|
| 1. Welcome/Review Agenda  |  |   |
| 2. Website Update   | The Assessment website is at:<br><a href="http://www.witc.edu/staff/assessment">www.witc.edu/staff/assessment</a>          | The Assessment Team is now listed on the assessment site and existing information is reorganized. Current minutes are now linked. Take a look when you have a chance.   |
| 3. College-wide Outcomes final approval.<br><b>Prework:</b> Review most recent draft that is sent to you as an e-mail attachment. | The group reviewed the 3-26-08 Draft Outcomes and Indicators—discussion and/or changes were made on the following phrases: | <p>— <b>Mathematical literacy</b></p> <p>— Change <b>and</b> to <b>or</b> in Apply common mathematical symbols and concepts to career, home or community</p> <p>— <b>Apply</b> was changed to <b>Demonstrate</b> in Apply basic financial and consumer literacy</p> <p>— <b>Science/Technology Literacy</b></p> <p>— The phrase, (and use technology appropriately) was deleted from “Demonstrate an awareness of the impact of technology on our culture and environment.”</p> |

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|---|--|---|
|   |  | — added (to home or workplace) to Apply new technology. . .   |
| <p>4. Discussion of “roll-out” plan for Outcomes<br/> <b>Prework:</b> jot down ideas/thoughts</p> | <p>The committee would like to proceed carefully and gain input from all faculty and staff on the outcomes and indicators. Buy in is essential.</p>  | <p>The AQIP newsletter will be coming out next week. Barb Landstrom and Wendy will put together an intro—send it electronically to committee and then this introduction and the outcomes and indicators will submitted to the newsletter. The outcomes will be listed and there will be a link to the indicators. Staff can reply to this information. Barb Williams and Becca Cusick are working on the newsletter. Barb Williams will work with Barb Sabatke on the website information. Mary Peters will collect and document responses.</p> |
| <p>5. “Assessment of Outcomes Discussion”</p>   | <p>Assessment of Outcomes may be considered for an action plan.</p>  | <p>Reminder that we need a concise action project that can be completed in a relatively short time.</p>   |
| <p>6. HLC Sessions</p>  | <ul style="list-style-type: none"> <li>• April 11-14 Annual Meeting</li> <li>• May 1 &amp; 2</li> </ul>  | <ul style="list-style-type: none"> <li>• Diane, Barb W, Barb L and Mary Ann will be working with a mentor discussing assessment at the Sunday session</li> <li>• Barb and Wendy will be attending the pre-academy session and will be able to share direction with the team prior to the June Academy</li> </ul>  |
| <p>6. Assessment Academy</p>  | <p>Preparations for June Academy—updates</p> <p>Academy specifics:<br/> We will have a say in what our Action Plans will be.</p> <p>Work will be done to:</p> <ol style="list-style-type: none"> <li>1. Finalize the Outcomes</li> <li>2. Develop the Assessments</li> </ol> | <p>Assessment Academy June 18-20<br/> Travel and lodging have been arranged.</p> <p>Because of the size of our team, the group will become 2 groups to work with a mentor on a specific topic so all can be actively engaged.</p> <p>It might be a good idea to put together a flowchart and timeline of the process for better understanding.</p>  |
| <p>7. Set next meeting date</p>   | <p>The team would like to touch base prior to the June Academy.</p>  | <p>Mary Peters to set up meeting via IP or telephone for 2 hours in early May after Barb &amp; Wendy return from the pre-academy session.</p>   |