

WITC Assessment Team Meeting Minutes Friday, January 11, 2008 IP Video 9-3

Ashland Room 227 New Richmond Room C 104 Rice Lake Room 128 Shell Lake Conf. Rm C Superior 115A

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 = present

Recorder: Mary Peters

Agenda Item	Discussion/Information	Actions/Outcomes
1. Welcome/Review Agenda	Barb L. welcomed the team and reviewed the agenda.	
2. Updates from Diane and Barb W and Barb L (AQIP, FTF, catalog pages), etc.)	<p>Barb L. gave some updates:</p> <ul style="list-style-type: none"> - First, the assessment website (through the portal) has been down for the past week – the web team is in process of “bringing it back”, so that programs can access their program assessment information. It currently can be found at www.witc.edu/assessment/staff. -Barb L. also noted that there will be an assessment learning community offered at FTF this coming summer – she asked that the team think about anyone who might be interested in being a design team member. FTF does interfere with the summer Assessment Academy, but arrangements 	<p>Barb and Mary P. will be working on updating and maintaining the Assessment website – minutes will eventually be posted, Assessment Academy information will be available, etc.</p> <p>Barb is looking for 1 or 2 design team members. This learning community will count for Certificate course #54. <u>Facilitating the Future</u>: Dates: June 16-19 and July 21-24. See www.facilitatingthefuture.org for further information.</p>

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	<p>should be able to be made for anyone on team who might be involved with FTF.</p> <p><u>AQIP</u> – Diane gave an update on what to expect at the February 21st AQIP inservice. Susan Murphy and Susan Stenerson will facilitate the all-staff AQIP Strategy Forum at Siren – the Assessment team will be asked to work together for part of the day as AQIP action plans are considered.</p> <p>Other news: Barb Williams has been in contact with John Taylor (HLC). The probability is that our Assessment Academy will take place of the required April Follow-up Report.</p> <p>Barb L. gave an update on catalog pages that currently have information related to General Outcomes.</p>	<p><u>Catalog pages</u> 1 & 47 will have General Outcomes changed to College-wide outcomes.</p>
<p>3. Review identified possible action plans from last meeting.</p>	<p>Barb reviewed part of the minutes from the last meeting, including the possible action plans:</p> <ol style="list-style-type: none"> 1. Determine General Outcomes 2. Review Past Events/Activities relating to Assessment 3. How are we going to assess? 4. Training for Deans, faculty, etc. <p>Barb and Wendy indicated that today our work will be to make some decisions in regard to the general outcomes – we will</p>	

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	probably want to meet again before the Academy to prepare other possible action plans.	
<p>4. General Outcomes/Core Abilities:</p> <ul style="list-style-type: none"> • Review the 6 outcome areas • Define/determine indicators (keeping in mind the eventual assessment of the outcomes) <p>(Refer to WITC’s most recent GS outcomes – in binder - and to MATC Core abilities and indicators – sent with agenda)</p>	<p>Wendy led the discussion about the 6 outcome areas that had been previously identified - based on research, the HLC report recommendations, etc. The 6 areas are:</p> <ol style="list-style-type: none"> 1) Communication (includes written and verbal) 2) Critical Thinking 3) Mathematics (literacy) 4) Science (literacy) 5) Technology (literacy) 6) Social Interaction <p>Discussion about whether we are tied to these 6 or can we still add/delete/change. Also discussion around the title. After determining there is still room to “tweak” the group identified 6 new outcomes and a new title.</p>	<p>New outcomes will be called College-wide Outcomes</p> <ol style="list-style-type: none"> 1) Communication 2) Critical Thinking 3) Mathematics 4) Science/Technology 5) Social Interaction 6) Local-Global Perspectives <p>Barb and Wendy will put together a draft of indicators for each outcome – based on information gathered (Ted will send state outcome information). A draft will be sent out to the team for input/discussion – keeping in mind the eventual assessment of the outcomes.</p> <p>Descriptions/indicators identified:</p> <ol style="list-style-type: none"> I. (written, verbal, listening) II. (problem solving) III. (math literacy-financial matters) IV. (combined per consensus) V. (self management—could include ethics, environmental literacy) VI. (cultural—roles in society, etc.)
<p>5. Question on faculty attendance at assessment team meetings.</p>	<p>Diane indicated that each individual should consult with their supervisor regarding use of flex time or some other means in order to participate on the assessment team.</p>	
<p>6. Assessment Academy – review process and dates.</p>	<p>Updates/reminders about the June Academy. We will need to do some preparations for the Academy – identify possible action plans, etc. Diane and Barb will attend a pre-session on May 1st and 2nd.</p>	<p>The Assessment Academy will be held June 18-20 in Chicago. The entire assessment team should strive to attend the Academy. Barb will start to look at the most cost-effective means of travel.</p>

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7. Other updates– <ul style="list-style-type: none"> • HR – performance evaluations • Andrea – WIDS • Blackboard as an organization/communication tool 	Barb Landstrom to establish an ongoing agenda so the group does not lose sight of all its undertakings. She talked with Sandy Sutter about the faculty performance evaluations – will want to discuss in person at a later meeting. Andrea will be willing to come in to the next in-person meeting and discuss WIDS assessment options. Will keep in mind how we can utilize Blackboard as an organization/communication tool.	
8. Homework	The College-wide Outcomes will be sent electronically to all of the team.	I. Think about what indicators should be a part of the outcomes. . . . II. Review the state general education information from Ted III. Review the MATC core abilities information IV. Peruse the Lake Superior College info that Barb Williams sent out on 1/11/08
9. Comments	Good progress has been made. We are moving forward in the right direction. Caution about perceived doing away with core abilities, etc. We are moving to alignment and incorporation.	Thanks to the team for making great strides!
10. Set next meeting date	The next meeting date is set for Friday, April 4 from 2:30-4:30.	
11. Next steps	The college-wide outcomes.	This will be presented to Academic Affairs and then to PC for approval before implementation.