

WITC Assessment Team Meeting Minutes
Wednesday, July 15, 2009 at WITC-Shell Lake (upstairs in “C” and Training Lab)
9 a.m. – 3 p.m.

Ground Rules

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

Tenets

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

- 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.

- 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, Sharon Wichlidal, Barb Williams

Recorder: Mary Peters

Agenda Item	Discussion/Information	Actions/Outcomes
1. Review of the June 2009 Retreat	Charts were posted from the retreat and handouts summarized the work done.	
Communication Outcome Question	<p>When do programs implement the collegewide outcomes?</p> <p>Discussion of this question and future plans to move forward in our process.</p> <p>Possibly create a meaningful assessment document that can be utilized as a review by an instructor and dean sitting down together.</p> <p>Suggestion to put programs and outcomes into a graph to track progress.</p>	<p>All programs entering year two of program review will be asked to embed the assessments for written and oral communication.</p> <p>Data will be collected from each of these programs in the spring and analyzed by the team in May.</p>
2. August 19 th Assessment Day	<p>Main ideas that need to be covered on August 19th:</p> <ul style="list-style-type: none"> • Overview—Incorporate Goals • Present Assessment Work Plan 	A chart was put together identifying everything that needs to be covered from prework to setup to the plan for the day. See attached:

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	<ul style="list-style-type: none"> • What was accomplished last year? • Emphasize importance of assessment for college/programs • Survey use/results • Ties to accreditation/improvement <li style="padding-left: 20px;">*Improves student learning • Preview January and May <p>Roles and Responsibilities for the day were discussed in length.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" data-bbox="1333 215 1724 240">PreWork</th> </tr> </thead> <tbody> <tr> <td data-bbox="1333 240 1724 305"> <ul style="list-style-type: none"> • Assessment & Rubric, devel eval </td> <td data-bbox="1724 240 2007 305">Nancy & Wendy, Leslie</td> </tr> <tr> <td data-bbox="1333 305 1724 362"> <ul style="list-style-type: none"> • Survey Questions, Statistics </td> <td data-bbox="1724 305 2007 362">Sharon & Barb W, Nancy</td> </tr> <tr> <td data-bbox="1333 362 1724 418"> <ul style="list-style-type: none"> • Posters—CWO plus graphics </td> <td data-bbox="1724 362 2007 418">Larry, Jodie</td> </tr> <tr> <td data-bbox="1333 418 1724 451"> <ul style="list-style-type: none"> • Family Feud Game—PPT </td> <td data-bbox="1724 418 2007 451">Sharon, Barb W, Nancy</td> </tr> <tr> <td data-bbox="1333 451 1724 508"> <ul style="list-style-type: none"> • Family Feud Video & sound effects </td> <td data-bbox="1724 451 2007 508">Alex</td> </tr> <tr> <td data-bbox="1333 508 1724 540"> <ul style="list-style-type: none"> • Video—vacation themes </td> <td data-bbox="1724 508 2007 540">Alex</td> </tr> <tr> <td data-bbox="1333 540 1724 573"> <ul style="list-style-type: none"> • E-mail request for pictures </td> <td data-bbox="1724 540 2007 573">Barb L—save on network</td> </tr> <tr> <td data-bbox="1333 573 1724 711"> <ul style="list-style-type: none"> • Send e-mail and electronic invitation to FT faculty and Academic Deans; 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		● Buzzer	Alex
		● Room Roamers	Assessment Team
		● Host(ess), seat and shush	Assessment Team
		Overview Presenters	
		● Plan	Diane—10 min
		● Program Review Piece	Barb W/Ellen
		● Pilot and Process, Results, Challenge	Wendy & Barb L—4 programs involved in pilot (rep)
		● Take notes	Mary Peters
<p>3. Subcommittees</p> <p>a) Next outcome</p> <p>b) Website</p> <p>c) Survey</p>	<ul style="list-style-type: none"> ● Review roles/responsibilities/timelines ● The subcommittees met briefly in the afternoon and there was a report out from each group. Summary below: <ol style="list-style-type: none"> 1. The Next Outcome group will meet with Math faculty on Tuesday, August 18th in Rice Lake to start to develop rubrics and select pilot programs based on getting a good mix to include math-rich and math-less programs; diploma and associate degree programs. 2. Website: Discussion of ways to make the site more visually exciting and interesting. Goal is to direct traffic to the site for print and go usable documents for the classroom. Plan to get some updated documents and links on the site very soon and then work with Web Team to make the site meaningful. 3. Survey—The group reviewed the survey used in the 2008-09 program review discussing questions that are 	<p>Next outcome (Math): Ted May, Jodie Karr, Barb Landstrom, Andrea Schullo & Dave Shipley</p> <p>Website: Wendy Dusek, Larry Gee, Alex Birkholz</p> <p>Survey: Nancy Cerritos, Mike Holtorf, Barb Williams, & Sharon Wichlidal</p>	

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	<p>most relevant and should be included in the next survey as well as beginning the compilation of questions and information to include in the August 19th Assessment Program itinerary.</p>	
<p>4. Tentative Program for the 19th</p>	<p>Continental Breakfast 8:15-8:45 Program begins at 9:00 sharp with lunch at noon.</p> <ul style="list-style-type: none"> • Ice Breaker—Get the group thinking about assessment by finding the intrinsic value of whatever activity they did over the summer • Ask for vacation pictures—utilize looped video presentation to look to see how communication is taking place can always include the global perspective with geographic locations worldwide • Post the Collegewide Outcomes on large banners (with visual graphic) all around the meeting room (can make 4 sets of each and then campuses can each have a set). • Discussion should include how instructors are already assessing their students • Differentiate between assessing and evaluating • Possible small-group activity with report out • Have note cards on the tables so faculty can list ideas for workshops, seminars, and future training • Make use of the “Family Feud” game to cover all things about the 	<p>We want the faculty and deans present at this meeting to know the following:</p> <ul style="list-style-type: none"> ⇒ Overview of the Collegewide Assessment Plan ⇒ Definition of Acronyms ⇒ Programs participating in the Program Review 2009-2010 ⇒ Communication Pilot information ⇒ Know that there is a plan and they have a major role in Assessment

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	Survey of Student Learning <ul style="list-style-type: none"> • Wrap up by reporting out on the Assessment Pilot—process and results from this year • Talk about Program Review • Anchor information • Identify the Communication faculty contacts at each campus available to assist faculty and deans • Challenge them to use the rubrics • Ask the participants to complete an evaluation form before leaving 	
5. Assessment Manual	Discussion on development of an Assessment Manual. Goal would be to have the manual available both electronically and limited number of hard copy, possibly by January.	Diane Vertin, Barb Landstrom and Wendy are working on this.
6. Program Review—September 11 in Rice Lake	Presentation discussion and review of documents utilized for last year's review binders.	Barb Landstrom, Wendy Dusek & Andrea Schullo will carve out some time during the week of Facilitating the Future to review the Assessment materials to incorporate into the Program Review binders.
7. Meeting dates	The next meeting of the Assessment Team is on Tuesday, August 18 th .	The team will assemble from 4 pm- 8 pm for set up and rehearsal for the 19 th . Math Outcome group will meet earlier that same day with the math faculty.