

WITC Assessment Team Meeting Minutes Monday, March 23 2009 via IP

WITC SLK - CHEQUAMEGON (D); WITC ASH RM 106; WITC NR RM C104; WITC RL RM 122 WITC SUP RM 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: Alex Birkholz, Nancy Cerritos, **Wendy Dusek**, Larry Gee, Jodie Karr, **Barb Landstrom**, **Ted May**, Mary Ann Pebler, **Dave Shipley**, Diane Vertin, **Sharon Wichlidal**, **Barb Williams**

Recorder: Mary Peters

Bold = present

Agenda Item	Discussion/Information	Actions/Outcomes
1. Review Progress and Plans document	Reviewed the progress and plans document. Discussion about deans needing to have the same information as instructors do – to establish the importance of the surveys, etc.	<ul style="list-style-type: none"> ○ Have the deans present the program assessment survey findings at the August 19th Academic In-service Day.
2. Review the subcommittees and set tasks	<p><u>Next outcome</u>--Jodie, Ted, Barb Landstrom, Dave Shipley Tasks--choose next outcome and how to assess; how to determine artifacts <i>The full committee will give input on instructor selection, process, etc.</i></p> <p><u>Website</u> –Alex, Wendy, Larry</p> <p><u>Survey</u>—information evaluation—Nancy (also assist with her programs); Barb W, Diane, Sharon W</p>	<p>The team will be sent the link to the electronic survey set up by the Research office. (A program lead will compile responses from all their program’s faculty and then enter that information into the survey)</p> <p>Dave will talk to Mike Boyle to obtain the names of the program leads in his T&T area and report this to Barb/Wendy.</p>

Agenda Item	Discussion/Information	Actions/Outcomes
3. HLC—April 17-20		In attendance will be: Barb Williams—AQIP liaison Wendy Dusek—Assessment Mark Kearns, Diane Vertin and Leslie Bleskachek.
3. Round Table in Lisle, IL Jun 10-12, 2009	Let Barb Landstrom know if you would like to attend the HLC round table session coming in June. Barb will check with Diane to make sure that there is money in the budget to participate.	One small group would be considered for attendance if budget allows.
4. Academy Update	Diane had contacted HLC with our concerns of their noninvolvement discussed at our last meeting. The relationship is now improving. Our Assessment Plan has finally received a long overdue review by Jonathon Kiser. They also indicated future teleconferences are being planned and have asked us for possible ideas. They also just forwarded the information about the upcoming Round Table. Barb indicated that we are hoping to utilize Sue Stenerson from Lake Superior College as a resource and possible mentor in the future.	Barb/Wendy will send a link to the HLC page that has our review listed.
5. Membership—roles, responsibilities; interest in continuing as members of the team	Discussion – draft of team roles and responsibilities: <ul style="list-style-type: none"> • Participation in meetings; subcommittees • Active involvement 	You should decide if you still want to be a member and are able to devote the time to be involved with the assessment of student learning and continued participation on the Assessment Team.

Agenda Item	Discussion/Information	Actions/Outcomes
	<ul style="list-style-type: none"> ○ Exploring and developing ideas related to assessment ○ Involved with communication within the team and across the campuses/programs/district on assessment related issues ○ Work to develop 'culture of assessment' within own program/campus ○ Willing to respond to questions related to assessment of student learning by peers, etc. 	Suggestion is to involve more faculty and also take a look at the role of the Team's co chairs.
<p>6. Set a date to meet in person.</p> <ul style="list-style-type: none"> • determine an official "to do" list • Establish a timeline for completion of the identified tasks 	<p>Suggested day(s) to meet were either on a Friday or Saturday.</p> <ul style="list-style-type: none"> ○ Discuss next steps for the team. ○ Where do we go from here? ○ How do we keep everyone actively involved and engaged? ○ Review the Team frame work. 	Wendy will elicit input on a meeting date that hopefully all will be able to attend. Outcome, June 10 & 11 —tentatively at Heartwood Conference Center—more info coming soon.
7. Other	<p>May 1 Assessment Team meeting in Rice Lake, Room 247/249.</p> <p>May 21st review of the written artifacts meeting discussed. Held at Shell Lake, Board Room B.</p>	Invitations have been sent for the May 1 and May 21 meetings.