

WITC Assessment Team Meeting Minutes
Friday, May 1, 2009 at WITC-Rice Lake Room 225
9 a.m. – 3 p.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, Nancy Cerritos, Wendy Dusek, Larry Gee, Jodie Karr, Barb Landstrom, Ted May, Mary Ann Pebler, Dave Shipley, Diane Vertin, Sharon Wichlidal, Barb Williams, Andrea Schullo, Leslie Bleskachek

Recorder: Mary Peters

| Agenda Item | Discussion/Information | Actions/Outcomes |
|--|---|--|
| Welcome | | Addition of Leslie and Andrea to today's meeting and to the Assessment Team. |
| 1. Review and define roles of team members – discussion about membership; and name of team | Do you wish to continue with the team? Who else should we include?--faculty Additional members should come to the June retreat if possible. | Mary Ann Pebler will not continue with the Assessment Team but be available as a resource person. Barb Landstrom will send out an Assessment Team application to all full-time faculty to see who may be interested in joining the Assessment Team. |
| 2. Review Accomplishments to date | Handout and PowerPoint, "Student Learning" Collegewide Outcomes established and pilot assessment taking place in May. May 8 deadline for the Oral and Written Communication projects. | Documents attached to the minutes. |

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| | <p>May 21—review artifacts compared to the rubric—Lynette Emanuel and Sarah Noreen, Communication instructors will be present.</p> <p>Have completed rubrics for oral communication. How did the pilot work? What should we alter or change?</p> <p>Integrated the Collegewide Outcomes and indicators into WIDS.</p> <p>Survey data--Assessment of Student Learning. Initial results of surveys for most of the programs are entered. All programs are accounted for.</p> <p>Look at these survey results in June. Subcommittee will develop the guidelines.</p> | |
| <p>3. A tentative framework for Student Learning (including a clear plan/timeline for student learning assessment and the alignment with the Program Review Process for 09/10 and beyond) – Diane</p> | <p>Diane: The problem previously was that the assessment loop was never closed. The data was there, steps were all done but the results were never reviewed and utilized for improvement.</p> <p>Training Common Understanding</p> <p>We need to get to a point to see the fruits of the instructors' efforts. Need to see that the assessment process is worthwhile and valued.</p> <p>Program outcomes belong directly to the program.</p> <p>Instructors want to know what exactly they</p> | <p>Diane will construct a framework (forest) for the June retreat. Team is to jot down their thoughts, ideas and reactions to listing in Agenda Item #4, June Retreat List (1 through 6) and bring this to the June retreat.</p> |

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| | <p>need to do and for what purpose?</p> <ul style="list-style-type: none"> • This is what is expected • Timeline • Follow-through | |
| 4. June Retreat List | <p>Diane will bring the framework.</p> <p>In June we should be able to develop a solid plan.</p> | <ol style="list-style-type: none"> 1. What are the new programs identified for program review expected to do? 2. What do we need to do first? 3. What is the role of the co-chairs and each member of the team? 4. What role should the team play at each campus? 5. How will we communicate that? 6. What is our name? <p><u>Retreat To Do List:</u></p> <p>Timeline</p> <p>Ideas for filling in the framework Define the trees</p> <p>How to increase involvement with assessment?</p> <p>How are we going to engage the entire college community?</p> <p>Evaluation - Assessment--clarification of these terms</p> <p>What can we offer at August 19 meeting with all faculty and/or at additional workshops?</p> |

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| <p>3. Open dialogue; what went well, what do we want to improve/change; how to increase districtwide involvement related to student learning assessment</p> | <p>Need to have accountability for Improvement Plan.</p> <p>Is there a repository for information?</p> <p>Faculty-driven; Faculty make the decisions. Managers – are the air traffic controllers.</p> <p>In the past there has been no documentation to show that improvements have been made. Focus on student learning and be able to show it</p> | |
| <p>4. Develop distinct guidelines for subcommittees. Formulate plans/timelines for subcommittees.</p> <ul style="list-style-type: none"> • Subcommittee meet time | <p>Subcommittees met over the lunch and reported out the following:</p> <p>WEBSITE—familiar things that were used before—use as a springboard—add and bring the quality forth. Will meet in NR and have something prepared for the June meeting. Faculty wants things to see and print out immediately. Figure out incentive to prepare the info and get it out there for everyone to use.</p> <p>OUTCOME—Math is the next outcome, prepared learner courses being developed for math. Do another Pilot in the programs where math might not be obvious. Rubrics were very helpful this year for Communications. Will be good to develop rubrics as we begin the Prepared Learner Math.</p> <p>Find some existing rubrics and work with math faculty before next fall.</p> <p>Subcommittee will continue to meet.</p> | |

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| | <p>SURVEY—Get a response back to faculty ASAP. Results utilized for assessment plans—showcase.</p> | <p>Barb Williams will send the e-mail from the subgroup to Faculty/Academic Affairs—letting them know of an opportunity for more faculty to participate on the Assessment Team and what the process is to join the group.</p> <p>Barb Williams will send communication on Wed May 13th</p> <p>Barb Landstrom will send the application out prior to this date.</p> |
| <p>5. Take a look at some things we can do with Adobe Acrobat relative to student learning.</p> | <p>This is the link to the Fox Valley Technical College Assessment information: http://www.fvtc.edu/public/content.aspx?ID=1668&PID=119 There is assessment information that can be viewed, printed out and/or listened to. This would be a very effective resource.</p> | |
| <p>6 .Upcoming dates: Thursday, May 21st CWO assessments meeting in Shell Lake, 9-3, Board Room B.</p> <p>June Retreat on Wednesday and Thursday, June 10 & 11 at Heartwood Conference Center beginning at 9 a.m. on June 10.</p> | <p>Communication instructors Lynette Emanuel and Sarah Noreen will be present for the artifact day.</p> | <p>Mary will be sending out information soon for Heartwood to include directions.</p> |