

WITC Assessment Team Meeting Minutes

Thursday, May 8, 2008 IP Video 8 – 10 a.m.

Ashland Room-106 New Richmond Room-C104 Rice Lake Room 122 Shell Lake Conf. Rm C, ph ext. 2229 Superior 115B

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, Nancy Cerritos, Wendy Dusek, Larry Gee, Jodie Karr, Ted May, Mary Ann Pebler, Diane Vertin, Sharon Wichlidal, Barb Williams

Recorder: Barb and Wendy

Agenda Item	Discussion/Information	Actions/Outcomes
1. Welcome/Review Agenda	Welcome and review of agenda – members were notified that Connie Bussewitz has resigned from the team. Barb is seeking a Trades instructor from Rice Lake as a replacement.	
2. Collegewide Outcomes—comments (Please bring any collected comments)	Comments are being gathered – Rice Lake campus still needs to be notified and given a chance to respond.	Barb and Wendy will get and e-mail out the comments from the RL faculty and will gather the comments to send out with the minutes.
3. Review June Academy Agenda (see attached RT draft agenda)	The June Academy agenda was reviewed. Barb and Wendy attended the Pre-Academy on May 1&2 – it was very worthwhile.	
4. Assessment Needs/Best Practices Discussion—sheets attached	There is prework that still needs to be accomplished that Barb and Wendy are working on and will send to the HLC by June 1 st : 1) Institutional needs related to	1) Barb and Wendy will work on completion of

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	<p>assessment</p> <p>2) Best practices to share with other institutions</p> <p>3) Identification of current instruments used to assist with assessment of student learning.</p>	<p>pre-work. It was mentioned that the HLC focused visit report will help answer the first question related to needs.</p> <p>2) Please send any thoughts about best practices to Barb/Wendy</p> <p>3) Barb/Wendy will identify current instruments used by WITC (CCSSEE, TABE, Nursing related assessments, etc.)</p>
<p>5. Roundtable Pre-work (see RT prework document)</p>	<p>See above</p>	
<p>6. Other Academy Details (mentor, group assignments, etc.)</p>	<p>Our group will be divided into 2 groups and each work on 1 action project. The action projects are:</p> <ol style="list-style-type: none"> 1) Overall WITC assessment plan/timeline development 2) College-wide Outcomes assessment plan <p>Each group will work on their action plans through a “storyboard” process. WITC will be assigned a mentor (not sure if we’ll have one or two mentors working with us).</p>	<p>Barb Landstrom and Diane Vertin will help facilitate the overall plan group. Wendy and Barb Williams will help facilitate the college-wide outcomes group.</p> <p>Please think about which group you would have a preference for and let Wendy/Barb L. know.</p>
<p>7. Travel Plans</p>	<p>There will be 2 vehicles traveling to Lisle – one from Rice Lake (Barb L., Ted, and Mary Ann) and one from New Richmond (Larry, Nancy and Alex). The Rice Lake van will leave at approximately 1pm – Barb will pick up the rental at noon and meet in front of the WITC conference center. The New Richmond group will decide on place and times. The rest of the group has made arrangements for flying/shuttles – contact Mary Peters if you are unsure about arrangements. We will have individual hotel rooms and will</p>	<p>Make sure to contact your traveling companions.</p> <p>Char has used her WITC card to pay for all the</p>

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	make arrangements for direct billing – all meals are served on-site. We will hopefully be able to get out to an establishment to have a meal as a group on Wednesday evening?	rooms to receive state of Illinois tax exemption. Thank you to Alex for completing paperwork to obtain this exemption.

5-22-08