

# WITC Assessment Team Meeting Minutes

## Thursday November 20, 2008 IPV 1 - 4 PM

Ashland: 106; NR: Admin Conference room; RL: 225; Superior: 212D; Shell Lake: Red Cedar

**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, Dave Shipley, Diane Vertin, **Sharon Wichlidal, Barb Williams**

**Recorder:** Mary Peters

**bold = present**

Agenda Item	Discussion/Information	Actions/Outcomes
1. Welcome/Review Agenda/Ground Rules	Some instructors will join the meeting as they are able around class time.	
2. Collegewide Outcomes and indicators are FINAL!	Discussion on the ability to assess the indicators for outcome <b>F. Enhance Local/Global Perspectives.</b> Decision to revise them as follows: <b>1. Analyze the impact of your actions on local, and global issues.</b> <b>2. Explain how your program of study is influenced by local and global markets/issues</b>	Approved final copy of the Collegewide Outcomes and Indicators dated 11/20/08 is attached to the minutes.
3. Review spring assessment plan for communications outcome. Spend time with written and oral parameters; comments/clarifications etc.	There are four programs targeted for a pilot assessment of the communication indicators: Accounting, Early Childhood Education, IT-Network Specialist, and Marine Repair.  How best to conduct the oral assessment activities? Discussion:  <ul style="list-style-type: none"> <li>• Piggyback on Interview Day/Career Day</li> <li>• Could the students work in pairs to assess each other in oral parameters?</li> </ul>	<ul style="list-style-type: none"> <li>• <u>Oral communication</u>—even if a student does not have a general studies communication class, the collegewide outcomes are to be embedded in the program coursework.</li> <li>• Barb &amp; Wendy will talk with Academic Deans to see when it would work best to meet with their faculty.</li> <li>• And will then talk to each program</li> </ul>

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	<p>Not always a true measure</p> <ul style="list-style-type: none"> <li>Better control with embedding this into the classroom activities/assignments</li> <li>Faculty need to have time and direction to plan for this in their curriculum.</li> <li>Different programs and instructors will be doing things differently and this should be fine. This isn't meant to burden any faculty.</li> </ul> <p>Q: Are we okay with not collecting the oral assessment piece on video? A. If valid assessors are present, that should be good enough.</p> <p>Q. Who would assess the oral piece? Ask the faculty? Or, ask Assessment team members to observe?</p> <p>For the written assessment piece, there is a plan in place.</p>	<p>and see what embedded exercise will work for them in their program</p> <p><u>Reminder</u> This is meant to be a <u>Capstone</u> project to see how the students are doing at the end of their program.</p> <p>Will get further input from team on assessment of oral exercise.</p> <p>Assessment team members and Communications instructors will come together for one day in the spring to assess the written artifacts. We will break into teams of 2 and each team will assess a certain number of artifacts. If there is time will review data and discuss feedback loop and how to develop and improvement plan based on the results.</p>
<p>4. Review WIDS plan and timeline developed in meeting with Diane, Cindy and Andrea.</p>	<p>Wendy, Barb L, Diane, Cindy and Andrea met last week to discuss integration of the CWO's into WIDS and a timeline. Some of the outcomes include:</p> <ul style="list-style-type: none"> <li>Collegewide outcomes will be tied to the program outcomes vs. the course outcomes. Andrea has been in contact</li> </ul>	

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	<p>with WIDS folks to help clarify gray areas. The WIDS analyzer does not group the outcomes with the indicators.</p> <ul style="list-style-type: none"> <li>• The process and timeline will align with the program review process.</li> <li>• By May 2010 the first programs working through the review process will go through curriculum, with Andrea's assistance and will incorporate CWO's into their program in WIDS.</li> </ul> <p>Discussion that WIDS integration can be a challenge. We need to let the current review programs know that this process will be parallel to working on a improvement plan (based on QRP score cards). The Assessment Team should make folks aware of the WIDS plan as soon as possible - along with our college assessment plan.</p>	
<p>5. Develop roll out plan for Collegewide outcomes, and also how we are going to communicate the plan to assess the outcomes. Electronic, newsletter, January Meetings; Divisional and local staff meetings/ posters etc.</p>	<p>Roll out plan ideas:</p> <ul style="list-style-type: none"> <li>• As many ways as possible.</li> <li>• Posters, newsletters—hard copy or electronic. Tri-fold brochure.</li> <li>• Involve marketing on layout and style for sameness.</li> <li>• Voice mail, e-mail.</li> </ul> <p>In conjunction with the roll out plan would really like to update the website and make it a useful, user-friendly resource (would like to reference it on roll out materials).</p> <p>Assessment website, <a href="http://www.witc.edu/staff/assessment/index.htm">http://www.witc.edu/staff/assessment/index.htm</a></p>	<p>Alex, Larry, Barb and Wendy (and Nancy volunteered to be there as needed) will form a subcommittee to develop roll out plan. Will be in contact with Marketing Dept. as plan is developed.</p> <p>Anyone interested in working on the website, let Wendy or Barb L know.</p>

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<p>6. Survey beginning in January; student learning/assessment: institution/program/course level</p>	<p>Look at what is going on with assessment at the program level. It is time to come up with a survey and talk with each program about assessment at these levels: institution, program and course level.</p> <p>The group also reviewed the Student Learning (Assessment) Timeline document that was included with the agenda. Barb and Wendy have drafted accomplishments this year and what plans are for the spring. Will continue to refine this document – thought our work, accomplishments and plan should be documented in one place.</p>	<p>Barb L and Wendy will work on development of a survey instrument and will talk to programs that are meeting in January (as well as figure out how to contact all other programs).</p> <p>Information will be compiled to get a baseline. The information (along with input and suggestions) will be used to develop the next steps related to student learning and assessment at WITC.</p> <p>This project will be completed by spring.</p> <p>Addition, corrections to timeline? (see attached)</p>
<p>7. Update on Strategy Forum/ Academy Follow up/ Conference call</p>	<p>A WITC team, consisting of the president, a representative of the board, co-chairs from the action projects, and the college AQIP coordinator participated in the Higher Learning Commission's October Strategy Forum. The forum is designed to help colleges identify action projects and develop achievable goals for these projects. One goal for both the forum and our action projects is to work towards continuous quality improvement.</p> <p>Attendees: Barb Williams; Wendy Dusek; Diane Vertin; Bob Meyer; John Will; Jim Dahlberg; Mark Kearns, and Hal Helwig.</p>	

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	<p>Any new institution needs to attend the Strategy Forum to kick off the process. Wendy—attended for Assessment and Barb W attended as AQIP liaison. Most amazing thing was that we (WITC) were the only ones with a board member present.</p> <p><b>Q.</b> What did you come away with?  <b>A.</b> Very worthwhile experience. Very productive experience run by competent leaders and the activities directly related to an outcome. The Action project focused on at the Forum was Communication. We, Assessment Team, still need to put together the details regarding the Assessment action project.</p> <p><u>Academy follow-up conference call</u>—The Academy will be holding additional conference calls, gearing the calls to pertinent topics.</p> <p>Upcoming: Academy session in April at the HLC annual meeting. We need to have a rep or two and display a poster board about our progress. Barb Williams will be there for the AQIP portion – Wendy and Barb L. will most likely also attend – will clarify as we get closer.</p>	<p>Barb will make the team aware of the upcoming dates and topics for the conference calls.</p> <p>Dates for the HLC Annual meeting in Chicago are April 17 – 21 with the Academy Exchange on Saturday, April 18<sup>th</sup>. Let Barb or Wendy know if you have a strong desire to attend.</p>
8. Set next meeting date (in person, all day meeting)	Early in 2009 meeting date and time. When would this work? Thoughts—do IP; in-person; break time—Barb and Wendy will decide how best to meet because of many time conflicts.	
9. Adjourn	The meeting adjourned at 3:20 p.m.	Thanks to all who were able to participate and for the subgroups who have met and the new subgroups that will be meeting.