

WITC Assessment Team Meeting Minutes Friday September 5, 2008 IPV 1-4 PM

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**—class till 2:30, **Ted May, Mary Ann Pebler, Dave Shipley**-class, **Diane Vertin, Sharon Wichlidal, Barb Williams**—those present are in bold.

Recorder: **Mary Peters**

Agenda Item	Discussion/Information	Actions/Outcomes
1. Welcome/Review Agenda/Ground Rules	No additions to the agenda. Wendy encouraged input, feedback, and discussion from the Team throughout the assessment process.	
2. Review Plan/spend time with revisions and comments/clarifications etc. Wiki for communication * need a subgroup to revise # of indicators for each outcome*	Sue Stenerson, an assessment mentor from Lake Superior College, met with Wendy and Barb L. and provided guidance on the College Wide Outcomes Assessment Plan. Subgroup of 3-4 from the Assessment Team is needed to meet to refine the, <u>indicators</u> for College Wide outcomes. The indicators need to be assessable, manageable and possibly paired down. All indicators need to be assessed.	It was recommended that we begin with a pilot this school year. This pilot will be small scale, to work out the bugs, etc. and will be aligned with the program review process. This year the pilot will include the 3 programs that are included in the Perkins Program Improvement Grant - Early Childhood Education, IT-Network Specialist and Marine Repair. Subgroup “volunteers” = Jodi, Dave, and Barb L. This sub group will meet to review/refine the indicators and determine the <u>college wide</u> outcomes proper name. Barb will contact Jodi and Dave next week. **Wendy to send the team the July 14 th outcomes and indicators.

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	<p>The Wiki is available for discussion and information gathering on assessment.</p> <p>Q: Do you want to use the wiki for communication or e-mail.</p> <p>Comments on the Assessment plan graphic:</p> <p>Q: How were the programs for program review decided?</p> <p>Q. What will the timeline be?</p>	<p>Let Wendy know of any problems logging into Wiki and also what you think of this as a communication tool.</p> <p>A: Use both wiki & e-mail.</p> <p>Include logo on the graphic—add verbs, as in “adhere to WITC Mission Vision Values”. Consider adding hyperlinks to chart content.</p> <p>A: Score card thresholds, Level 1 & 2 program review flags, etc. Perkins grant funding is linked to IT Network Specialist; Early Childhood Education and Marine Repair. The pilot Communication Assessment will be conducted on these 3 programs if there is a large enough sampling.</p> <p>Barb and Wendy will check with Jennifer Kunselman on enrollment in Early Childhood Education, IT-Network Specialist and Marine Repair to see if the sample is of adequate size.</p> <p>A: Wendy and Barb will sit down with the three programs’ faculty as soon as possible and decide where in the program, the graduating, 2nd semester students would show the most progress in Writing and Written Communication. The instructors will be supplied with the rubric and parameters and the assumption is that artifacts would be</p>

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	<p>Q: How long will data, (artifacts) be kept?</p> <p>Discussion about the cycle of assessment – 2 outcomes a year for 3 years -- Will keep the project manageable and during the 3 years can do something with the results and see improvements are noted.</p>	<p>turned over to assessment team by early May??? (*Note: we need to define the parameters as soon as possible – Barb and Wendy will draft parameters – with input from communications instructors and/or appropriate individuals) At that time, teams of 2 people consisting of an assessment team member and a communications faculty will assess the artifacts. (**Note: a determination needs to be made as to how the oral assessments will take place – teams travel to campuses to view oral in person, or videotape, or ???)</p> <p>HLC may have some guidelines.</p>
<p>3. Rubrics developed by Communication faculty</p>	<p>Ruth Ann North; Chris Saxild; Sarah Noreen met with Alex, Barb and Wendy on August 7 to review and revise the Communication rubrics. A lot was accomplished quickly by utilizing and revising the existing rubrics.</p> <p>The Communication faculty meets regularly—next meeting is scheduled for September 11.</p>	<p><u>Communicate Effectively</u>—the 3 instructors will be sharing this rubric draft with the Communication faculty to make sure they are in agreement.</p>

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<p>4. Update on WIDs, brief discussion based on results of meeting with Cindy and Andrea (The plan to meet with Deans)</p>	<p>Andrea and Wendy will meet on September 10 to see how the collegewide outcomes will fit into the WIDS analyzer, Course Outcome Summaries, Syllabi etc. The WIDS software has the section for the core abilities (which are no longer being used) The core abilities title cannot be changed. Q: Are you okay to place the college wide outcomes in the WIDs place that previously housed core abilities?</p> <p>September 12 Academic & Divisional Dean—go over the program review process with Diane and Cindy. September 26 Divisional Deans, Academic Deans, Academic Affairs, Program Leads will meet in Rice Lake to begin work on the program review process.</p>	<p>Open invitation to the Assessment Team for the WIDS training. The Marketing program will be the “dummy” to begin with to see how information aligns.</p> <p>A: Nobody opposed to this.</p> <p>Barb or Wendy will plan to talk to the dean group about the Assessment piece on Sept. 26th. M Peters invite Barb L., Wendy and Divisional Deans to 26th program invitation.</p>
<p>5. Update on Strategy Forum/ Academy Follow up</p>	<p>The Strategy Forum is in Lisle, IL on Wed Oct 1-Friday, Oct 3. Eight people will attend from WITC. They are: President, Bob Meyer; 1 Board Member; Facilitator, Barb Williams; Assessment, Wendy; VP and Programming, Diane; Communication, Mark Kearns & VP John Will; 1 other attendee to be determined.</p>	<p>The 12th is the due date for the follow-up on the Assessment Academy. The report will focus on the college wide outcomes assessment plan and the timeline will be included. Barb and Wendy will complete a draft next week and send to the team for comment – due to HLC by Sept. 12th.</p>
<p>6. Discuss how to use the Amazon Gift Certificate</p>	<p>\$100 gift certificate—Wendy and Barb have some resource titles.</p>	<p>Team ok with ordering identified resources.</p>
<p>7. Webinar on Sept 18 1:30- 3:00</p>	<p>WIDS Webinar on Technical Attainment (no cost). Really good assessment information.</p>	<p>Anyone interested, contact Barb L. for sign in information</p>
<p>8. Important Dates</p>	<p>September 11 Communication faculty meeting--Questions and thoughts from the</p>	

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	faculty regarding the draft rubric. September 12—Academic Deans introduced to the program review process. September 26—Academic Deans, Divisional Deans, Academic Affairs Staff & Program leaders will meet to begin work on the Program Review Process.	
9. Other	Accolades on the work accomplished thus far from Diane Vertin. Specificity on rubrics needed soon for spring semester planning.	
9. Adjourn		M Peters to check November calendar for IP meeting of the Assessment Team.

S/Staff/MPeters/Barb L/Assessment Team 9-5-08