

WITC Assessment Team Minutes
Friday, October 28, 2011 – WITC-Rice Lake, Room 225
9:00 a.m. – 3:00 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**, Larry Gee, Brian Jerry, Jodie Karr, Barb Landstrom, Ted May, Steve Miller, Andrea Schullo
 Bold = present

Recorder: Mary Peters

Agenda Item	Discussion/Information	Actions/Outcomes
Additional agenda items:		
1. 9:00 Welcome, Agenda Review Meeting Outcomes:	<input type="checkbox"/> Involvement in discussion regarding continuing assessment goals and vision for WITC. <input type="checkbox"/> Tracking of programs preparedness for involvement in the CWO Assessment. <input type="checkbox"/> Awareness of presentation submittal for April HLC Annual meeting. <input type="checkbox"/> Awareness of requirement and dates of June 2012 Assessment Academy. <input type="checkbox"/> Identify progress with 3 year Assessment Plan. <input type="checkbox"/> Identify sub committees to work plan. <input type="checkbox"/> Input into web page update/changes. <input type="checkbox"/> Input on where Assessment info resides on Connection. <input type="checkbox"/> Identify potential members for the Assessment Team.	All outcomes for the meeting were covered. Evaluation for this meeting = 5.
2. 9:10 10-Minute Book Discussion,	Highlights from the reading assignment:	Relating goals to mission—perhaps rethink

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<p>Read pages 27-31 in “Assessment, Clear and Simple”</p>	<ul style="list-style-type: none"> • Emphasize the fact that assessment is not compliance for accreditation. • Informed action that enhances student learning. • Necessary and natural act—to achieve goals. • Tie assessment to processes and resources, i.e. program review, budget planning. • Project-based assessment. <p>Suggestions for revising CWOs:</p> <ul style="list-style-type: none"> • Information literacy— • Cultural competence—may be easier to assess than global. . . <p>Is this universal?—how do we incorporate our CWO and program outcomes into our programs?</p> <p>Example, math as a collegewide outcome— not all programs have math.</p> <p>SUCCESSSES: Regional assessments— Steve mentioned that companies that will use the same assessments for hiring as instructor will use in the classroom.</p> <p>Suggestion—reconsider how we present the collegewide outcomes especially the math. Do X, Y, Z as it relates to their program of study.</p> <p>3-5 Objectives on Assessment—overall effort from the college to support assessment— dollars allocated to this endeavor.</p>	<p>our collegewide goals?? Need to have reasonable goals.</p> <p>Include Paragraph on CWO—statement that prefaced the CWO and Indicators originally (as noted in the WITC catalog).</p> <p>We need to close the loop on assessment— Document this. Prepare forms for the deans related to both CWO and program outcome assessment.</p>

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	<p>Can there be a form that a program can use to document the CWO assessments and results? When incorporating communication outcome into coursework, need to document that this has been incorporated into the course and show the results.</p> <p>Employers want reading comprehension and writing skills across the curriculum both in high school and college.</p>	<p>Barb will work on report form for CWOs and incorporation of assignments/assessments into program courses.</p>
<p>3. June Retreat dates: June 13 & 14, 2012 in Ashland</p>		<p>Note: Spend extended time on Professional Development Plan at the June Retreat.</p> <p>Include on Retreat agenda--Revisit--Review our collegewide outcomes and the goals of the student learning plan.</p> <p>June Retreat—look at what we have been doing so far.</p>
<p>4. 9:30 CWO Assessment Plan Updates</p>	<p><u>Math Pilot-Ted</u> Excited with the progress in the Math CWO. Two years of work. Great participation and involvement from the math faculty.</p> <p>Discussion on the Math indicators and parameters. Perhaps something needs to happen at the program level. Viewed the indicators and rubric. The pilot will be valuable to see how the tools work.</p> <p><u>Critical Thinking-Barb and Nancy</u> Will meet with programs individually. Discussions recently with ECE, Barber Cos</p>	<p>Assessment affirms—either we are doing this or we need to <u>make changes</u> so that we do this. Needs to be important and meaningful.</p> <p>Pilot programs--Marine Repair, Accounting, Mechanical Design, Machine Tool Technics.</p> <p>Collegewide Academic Day: Very clear message—everyone heard that the college is in agreement that this is important.</p> <p>Individual meetings with faculty is imperative for success.</p>

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	<p>and Human Services. Programs will be sure the cover the parameters within their coursework.</p> <p>Nancy spent ½ hour talking to faculty at Activity Hour. Do not be overwhelmed—get comfortable with the language of critical thinking—fact or assumption illustration—good introduction for a class setting. Using the rubric and indicators. Gen Ed instructor collaborate with program instructors. Still confusion between the CWO and Program Outcomes and what needs to be documented.</p> <p>Communications, 3rd year-Barb</p>	<p>Business—Larry and Nancy—will make arrangements to meet with Business programs.</p> <p>T&T—Barb will oversee meetings with this division and finish meetings with Human Services and Barber/Cos.</p> <p>Plan to complete visits before the end of this current semester.</p> <p>Communication Assessments—Barb will work with programs that have not incorporated communication into course(s) as yet.</p> <p>Planning to streamline gathering artifacts rather than just collecting from certain programs in Program Review. Ask all of them to send in the artifacts. Collect them and use a sampling for spring assessment.</p>
<p>5. 10:30 BREAK</p>		
<p>6. 10:45 HLC Annual Meeting March 30 – April 3 Assessment Academy participation</p>	<p>http://www.ncahlc.org/Information-for-Institutions/academy.html</p> <p>http://annualconference.ncahlc.org/</p>	<p>Barb sent in a proposal for Sam and Sarah to present at HLC's annual meeting (Oral Rubric video). We will find out if accepted in December.(If you have a strong interest in attending, let Barb know.)</p> <p>CWO assessment is one of our AQIP Action Projects. Barb does the reporting to AQIP twice a year. Reviewer comments.</p> <p>Need to attend the Assessment Academy June 6-8. 4-5 people should attend,</p>

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		<p>including faculty at Lisle, IL. Kim Davis will be in touch with us requiring the report information due date. Distributed outline for report—8-10 pages to include description. Changes, challenges, effect on institutional commitment. Updates will be a reference tool. Final visit to the Academy—summary of the last 4 years of work. Barb will put together a draft of the report. Think of our progress—last 4 years. Andrea will be asked to do the poster.</p> <p>We are moving into institutional assessment including support.</p>
<p>7. 11:00 Assessment of Student Learning Plan Review</p>	<p>Reviewed the plan components.</p>	<p>Will assign champions and co-champions to various portions of the plan. Deadlines will be determined for the Action items</p>
<p>8. 12:00 Lunch</p>		
<p>9. Academic Day, January 6, 2012</p>	<p>In person meeting at WITC-Rice Lake Academic day—afternoon—would like to have instructors meet together to work on their assessments. Need prework—need to know what they need to bring. Arrange in smaller groups by department—Assessment team can circulate to provide assistance.</p> <p>Online information/sessions will be held in the morning. Need additional ideas for this time slot.</p> <p>Critical Thinking—need to have help preparing instructor asked questions</p>	<p>Use comments from August In-Service for a starting point for plans for the January Academic Day.</p> <p>January Academic Day—talk again about assessment and highlight the positives.</p>
<p>10. Action Project “showcase” as</p>	<p>Ellen would like an update on each of the</p>	<p>Talking points for February all-staff meeting:</p>

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<p>part of the Feb 21, 2012 inservice</p>	<p>AQIP projects during the all-staff inservice Feb 21. Would be good to include faculty.</p>	<p>Think about ideas on how to present the CWO assessment project via IP considering what we can do to make it fun/interactive.</p>
<p>11. 12:30 continuation of: Assessment of Student Learning Plan Review</p> <ul style="list-style-type: none"> • set up subcommittees for prioritized objectives • initial planning session for sub committees 	<p>Ed Assess—determine cost vs. courses that are utilizing the Ed Assess. Very valuable tool. In Gen A&P—each question on testing instrument was looked at individually. How effective is each question???</p> <p>Team put together 4-5 questions per competency. Compare the assessment/results for in-person classes to the assessment and results for Online students. Break it down by instructor. Sometimes the question was poor. In other instances, could change instructional content to address the deficiencies.</p> <p>Course Assessment—how best to document revisions that were made in courses.</p>	<p>Larry will bring the information on Ed Assess forward and decide if/how it will continue to be used. The Assessment Team role related to Ed Assess needs to be defined.</p> <p>Need volunteers for subcommittee to help with course level assessment. Jodie Karr volunteered—.</p>
<p>12. Committee membership</p>		<p>Committee Approval request form—Barb will take a look at this.</p> <p>Committee members—looking to recruit additional members. Let Barb know of any possible members.</p> <p>Faculty Job Description template—revise and add Assessment responsibilities. Will check into this.</p> <p>Survey for Administration—benchmark Determine what we want for the findings. – what is known or what was learned.</p>

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		Need to have--Assessment Mentors formally identified with specific duties. Need to check into this possibility.
13. 1:30 Web site/Connection Review, discussion, ideas	<p>Take a serious look at the Website—need your ideas to make it more useable. More utilization of information on The Connection. Matt was contacted and will place “Assessment” on the portal-- E-Learning.</p> <p>Would like to make the web site easier to use.</p> <p>Assessment is for continuous improvement of Student Learning.</p>	<ul style="list-style-type: none"> • Need Assessment page to be right under Academics. • Student Learning Plan at a Glance. . . might be a good idea for our site. • Include information on where programs are in their journey. Highlight best practices. Program Outcomes. • Revise first paragraph of information—Web site—Barb and Larry will work on this in conjunction with review of the site with the Web team.
14. Program Outcome Assessment CWO Assessment	Put together chart for each program dean.	Need good examples, samples from each program area.
15. CWO Results meeting		Will also meet with Deans about the Communication Outcome results by program. Barb will meet with Laura Jasper and Communication instructors on the Spring 2011 results and recommendations.
16. Next meeting dates		<ul style="list-style-type: none"> • December 6 via IP, Activity Hour. • March 2—all day via IP—Shell Lake? North/South for other locations? • May Artifact Day • June 13 & 14, Retreat at Ashland. Mary, contact Janette Christie.
17. Next steps		<p>Need to close the loop on our assessments, continuous improvement.</p> <p>Add CWO and program outcome information to the Advisory Committee meeting template</p>