

WITC Assessment Team Minutes
Friday, October 1, 2010 at Shell Lake, Board Room B
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.

Tenets

- Quality & continuous improvement are expected in all aspects of the college.
- Leadership is based on talent & vision.

- 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.

- Learning environments are created & nurtured to maximize personal success.
- All individuals are valued.
- Dialogue takes place in a safe, open, & empathetic environment.

- 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.

- Decision-making is collaborative & research based.
- Students & staff are both teachers & learners.
- Risk taking is encouraged.
- Diversity is respected & embraced.

Members: Andy Bangsberg, Alex Birkholz, Nancy Cerritos, Cate Edlebeck, Larry Gee, Brian Jerry, Jodie Karr, Barb Landstrom, Ted May, Steve Miller, **Andrea Schullo**

Recorder: Mary Peters

attendees BOLD

Facilitator: Sue Stenerson

Agenda Item	Discussion/Information	Actions/Outcomes
Additional agenda items:		
Course Outcome Summaries and the CWO--Andrea Assessment Group—Andrea		
1. 9:00 Welcome and Agenda Overview		
2. 9:10 10-Minute Book Discussion	Read first 5 pages of <u>Assessment Clear and Simple</u> Identify 1 or 2 main themes/ideas that you think are important for us to keep in mind THEMES: chart paper <ul style="list-style-type: none"> • Natural Scholarly act • Build on what we are already doing • Systematic Collection—ongoing • Use info to Change for Better 	Academic Deans meet in November. Barb Landstrom will distribute copies of Assessment Clear and Simple during the Assessment point on the agenda. Mapping—show relationship to what they are learning in the classroom to what employers want for students entering the workplace.

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	<ul style="list-style-type: none"> • Focus on the Information you need for wise action (Narrowing what we are looking at—Pieces) • End of assessment is action • Evaluation vs assessment—is it worth differentiating? <p>Monitor student learning so as to Adjust instruction at teacher level to ultimately improve student learning—(monitor and adjust) <i>Madelyn Hunter</i> <i>Evaluating the level of knowledge for grade</i></p> <ul style="list-style-type: none"> • Could improve the 1st step of identifying “Goals” • Classroom assessment vs program assessment • Conduct assessment for you and your students not just for accreditation compliance • Culture – long range educational direction to embrace assessment • Expectation of higher ed is assessment • Establishing goals—practical, measurable, clear, build on them—how much can we measure in our vocational or associate degree • Collect data you can use—the question drives the methodology • Get enough data and get something you can use 	

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3. 9:20 Program Review Manual	Review the updates/changes to Assessment and Curriculum pages of the Program Review manual (Several copies will be available during the meeting)	If there are any changes or additions to the Assessment section particularly prior to the next cycle, let Barb know.
4. 9:45 WITC Assessment Workplan	Review/Tweak/Finalize. Please review the attached plan and come with questions /suggestions.	Used the plan as a starting point for group work on moving forward with the plan.
5. 10:30 BREAK		
6. 10:45 Workplan continued until approximately 1:00 p.m. and then had group report outs	<p>Team, review the objectives and choose 2-5. No more than 2 votes per objectives. Utilize template to determine principle objectives, strategies, indicators/measures etc. Outcome will be a more succinct, workable plan for Assessment</p> <p>Review of the three principle objective plans. Discussion.</p> <p>Are we as a committee going to request anything beyond what Prog Review is asking?</p>	<p>Plan objectives were ranked by number: 1, 2, 3 Three groups— The Objectives will become the Principle Objectives on the template Indicators—things you can count Strategies—What/How you are going to do it Anticipated Outcome Outcome—result (at the end of the year)</p> <p>Are these plans workable? Need to schedule a date soon in order to move forward with these objective strategies.</p> <p>Mary, Barb look at dates for in person meeting.</p>
7. Working lunch		
8. Subcommittee updates	Critical Thinking subcommittee met last week to work on the Critical Thinking Outcome, Indicators & Parameters. The group began with review of other existing CT rubrics & parameters. Shared proposed rubric	Arrived at new indicators for CT and developed rubric & parameters to go along with it. Mary send materials to the full team.

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	<p>and parameters with the team. Wordsmithing on Other significant perspectives/positions Seeks and acknowledges opinions and objections of other perspectives. Provides well articulated responses to other opinions and perspectives.</p> <p>Group meets next Friday-- Sarah, Sally, Andrea and Barb meet in Rice Lake. Determine plan to communicate assessment results.</p>	<p>Check wording on the CT rubric and the process parameters need to be discussed.</p> <p>Keep CT activity on front burner. Consider for January academic day.</p>
<p>9. 2:00 Math Subcommittee</p>	<p>The Math Subcommittee met on Sept 23 and came to a consensus to keep math outcome.</p> <p>The indicators will be reviewed to make them more measurable.</p> <p>Subcommittee would also like to Include/embed personal effectiveness within the math indicators.</p> <p>Our college's mission was in mind to "graduate students who will find employment".</p> <p>Discussion of math use/ability in our programs. Perhaps the math outcome should be embedded in the program outcomes.</p>	<p>E-mail exchange will begin with group to determine what the indicators should be.</p> <p>January 7th--Consider use of I clickers to determine input on the continued use/development of the Math Collegewide Outcome.</p>

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10. 3:00 Web site	Please take a look at the Web site at http://www.witc.edu/affairs/index.htm Come with questions, suggestions.	Chapter 1 of Student Portfolio Assessment Home
11. Planning for January 7th Faculty Inservice	Morning—Online—4 breakouts scheduled ½ day in the Afternoon-Assessment Critical Thinking	
12. Review of meeting dates	Look for another in person meeting date.	
13. Other	Thank you Sue.	
14. Adjourn		