

WITC Assessment Team Minutes
Friday, December 3, 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.

- 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: Andy Bangsberg, Alex Birkholz, Nancy Cerritos, Cate Edlebeck, Larry Gee, Brian Jerry, Jodie Karr, Barb Landstrom, Ted May, Steve Miller, Andrea Schullo
Facilitator: Sue Stenerson
Recorder: Mary Peters **Bold = present**

Agenda Item	Discussion/Information	Actions/Outcomes
Additional agenda items:		
1. 9:00 Welcome and Agenda Overview	<p>What is the team's job regarding Assessment? We need to get to a culture of assessment. We are doing it, not documenting. Find out what staff know about the process of assessment. By doing a better job with assessment we will be doing a better job of helping students learn. This is not a performance review, although instructors want to know how they are doing. Assessment can be a part of the performance review discussion.</p> <ol style="list-style-type: none"> I. What are you doing for assessment? II. How are your students doing? III. What are your improvement plans? 	
2. 9:10 10-Minute Book Discussion	<p>Please read pages 6-13, <u>Assessment Clear and Simple</u> Take aways:</p> <ul style="list-style-type: none"> • Pages 10 & 11—benefits of Assessment It is not the assessment itself but the growth—what you do with the information? • Cross-culturalization of assessment—going 	<p>Barb indicated that deans received a copy of the Assessment Clear and Simple. Suggestion made to arrange book discussion time with the deans via IP as part of Dean School.</p>

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	<p>across borders (departments). Who is responsible for assessing communication—General Studies?? Different ways of thinking; doing this for accreditation—are the students learning?</p> <ul style="list-style-type: none"> • Bottom of p 12, who needs to know what? Reference chart, p 105 Appendix C—why assessment is necessary • Grades—good explanation—results, what improvements are needed • Note on accreditation was interesting—accreditors are not the enemy • Importance of Assessment—good communication in this process • P 18—follow up to the grades—example of grade on a capstone project. List the student's strengths and the student's weaknesses on the project. • Rubric development—technical skills, such as in welding can be difficult. Checklist can be utilized to indicate if a student has performed objective successfully. 	
<p>3. 9:20 Finalize plans for the Assessment break out sessions</p>	<p>*January 7th Planning Session topics are: Video--Oral Rubric explanation; Written communication rubric—examples of use; Discussion of the CWOs—your chance for input; Critical Thinking in your classroom</p>	<p>Employer panel will be held from 11-12:00. Much discussion. The hope is to show importance of the CWO to faculty. Andy volunteered to facilitate the employer panel and Brian volunteered to assist.</p>
<p>4. 10:30 BREAK</p>		
<p>5. 10:45 Work plan</p>	<p>Identify the next objectives for development and create a workplan for them.</p>	<p>Objective templates were worked on in subgroups for: ✓ Enhance the Communication Outcome</p>

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		assessment ✓ Implement an Assessment Professional Development Plan ✓ Improve the working efficacy of the assessment team ✓ Enhance assessment outreach
6. 12:00 Lunch		
7. Workplan continued		Report outs from the group work. Revisions and clarifications were made to the 4 developed workplans
8. Program Outcome Assessment Guidelines	Handouts: Sample Program Outcomes Assessment Summary Report available on the Web site along with copies of the information that Barb handed out to the Academic Deans at their recent meeting.	
9. 2:45 Review Upcoming meeting dates	Friday, Dec 10, Math Sub—11:30-12:30 via IP <u>2011</u> Friday, January 7 th Academic Day—RL, 9-3 Thursday, February 10, Team Mtg, 11:30-12:30 via IP Friday, March 4 th , Team Mtg, SL, 9-3 Thur., April 14 th , Team Mtg, IP 11:30-12:30 Thurs, May 19 th Artifact Review, SL, 9-3 June 13 & 14 Team Retreat	
10. 3:00 Adjourn		