

WITC Assessment Team Minutes Friday, March 4 IP video 9:00 a.m. – 12:00

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.
- 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.
- 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, Steve Miller

Recorder: Barb Landstrom

Agenda Item	Discussion/Information	Actions/Outcomes
9:00 Welcome and Agenda Overview		
1. 9:10 10-Minute Book Discussion	Read pages 14-20 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	Good discussion – pre-post testing, standardized vs home grown, TSA, etc.
2. 9:30 View the Oral Communication Rubric video	The team thought the video was very well done and followed it very closely. So closely, in fact, the team was interested in how Sam & Sarah would have graded the final scenario.	The video will be made available from the assessment website. Will want to get an announcement out as soon as it is ready to go – encourage faculty to utilize the rubric in their classrooms.
3. 10:00 BREAK		
4. 10:15 Assessment Plan/objectives Review	The team briefly reviewed each of the objectives – the team had some suggestions/ideas for several of the objectives.	Barb/Larry will update the objectives. They are currently available on The Connection. It is asked that the team further review the plan in the next 2 weeks and get any feedback/suggestions sent to Barb. We hope to post the plan on the website by April 1 st .
5. 10:45 Critical Thinking Outcome and	The programs who will be involved in	The artifact assessment day will be May 19th.

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Communication Outcome Assessment Updates	the CT assessment are: Packaging, IT Web, Ag. Mechanics and Telecom. Barb indicated that the programs involved in the communication outcome assessment have been contacted and most have assignments in place.	We will want to identify those on the assessment team who will be available to help with the assessment. Barb will check on communication instructor availability.
6. 11:00 CWO discussion – Update from Ted and Cate’s January session	Ted joined us by phone and went over some of the highlights of the Jan. discussion. Some recommendations came forward related to indicators, the math CWO and assessment process, etc.	The team will set time aside at the June Retreat to address the CWOs and revise the assessment schedule (based on the math assessment).
7. 11:15 Planning for June Retreat	CWOs and advancing the Plan will be on the agenda for sure. We also discussed the possibility of bringing in a possible guest speaker. Let us know if you have ideas/suggestions for someone to bring in.	The Retreat will be held on June 13 th and 14 th Larry/Barb/Mary will check on locations – will try to do something “more south”. Updates will be given as we find out.
8. 11:30 TSA updates	A general overview of TSA was given. We will make the recent TSA webinar available to the team – as the team should have knowledge of what is going on.....	The team will be notified of where to access the TSA webinar and will be encouraged to view – it gives a nice update of the 3 phases of TSA. Brian’s program is in Phase II and Steve’s program is in Phase I.
9. 11:45 Technology Days	Larry gave an update of plans for the May Technology Days....there is not a mandatory Academic Day this spring, but we assume Assessment will be on the agenda for an August Academic Day.	
10. Adjourn		