

WCC Monthly meeting minutes – November 5, 2018

Arizona Western College

SC-206

Members Present: Sarah Snyder, Fred Croxen, Lee Altman, Clayton Nichols, Joann Chang, Nancy Blitz, Nik Byle, Bertha Avila, Michael Miller



Members Absent: Eric Lee

Others present: Victoria Willoughby – note taker

Sarah Snyder calls the meeting to order at 3:04PM

Announcements:

- Sarah will have review/approval of meeting minutes via email
- Please verify November 8, 2018 meeting minutes even if you were not present for the meeting
- Once the Communications division webpage is updated- Sarah will upload the meeting minutes to the page.
- Sarah would like to discuss the mission statement for WCC as a goal for Spring 2019
- Committee will not meet in December- Sarah will check in with everyone individually during the month of December it will be a hectic time of the year.

Goals: Plans for assessment of artifacts;

- Joann states the need to review the rubric for the artifacts
- The Committee would like to plan for collecting artifacts to assess in Spring 2019
- Clayton mentions that the rubric for assessment is very broad
- Bertha would like to ask for artifacts for this semester, because there is a serious need for the information.
- Clayton mentioned that after the withdraw date of 11/8 we will receive a more accurate representation of the current standing of class participation
- Nik also would like to request for more than 10% we would like to have a bigger sample size, even if we don't receive full participation, we could still potentially receive a decent sample size.
- Bertha stated it is important to take the participation as a factor in our findings
- Sarah inquired if WI faculty know about the expectation for artifacts
- Lee said that the faculty teaching for WI should know that this is a requirement

Moving Forward:

- Sarah would like to reevaluate the goals and procedures of the WCC to look into how to find a better way to proceed with the Committee in the future

- We would like to look into a Gryphon or BB shell to collect and share information for WI artifacts and information
- Sarah stated that the WCC needs to establish goals as a committee
- Members stated that taking part in training and evaluation are a requirement for teaching a WI courses.
- It is standard for every WI teacher to be solicited for every course every semester
- Usually we will have Elaine's office randomly select 10% (approximately 2 students) of each course
- Clayton mentioned the idea of potentially requesting to get back into the swing of assessment to request artifacts from 2 of your best students work for artifacts
- Bertha brought up the issue regarding ethical implications of this idea

Program Review /Self study

- Assessment- We can just tell Elaine's office that we are reestablishing assessment procedures will be sufficient for the HLC visit
- Program review/ self-study – Nancy suggested that we would like to follow the standard outline for program review for division/department
- Sarah is able to gather data- student population, modes of courses, courses offered to assist in the self-study
- We would like to gather artifacts starting now (Fall 2018)
- Nancy would like to run WCC as per usual for 2018/2019 then evaluate the policy procedures so that we can review what the pitfalls of the committee for the following year
- AS per usual protocol- after the withdraw date Sarah should email requests artifacts, that we will expect in December/finals week.
SO then when we return for Spring 2019 we will start assessment
- Creating a checklist will be necessary
- Guided pathways- they would like to have the Capstone meet the requirement of the second WI requirement. The capstone option will not necessarily be applicable to all meta major or disciplines
- The capstone cannot be articulated to the Universities. The orientation class and capstone course will be effected by Guided Pathways
- All professors will need to be WI trained, we will need to create a training program/training day to educate all professors in WI standards

Sarah will touch base via email with Committee members over the month of December in lieu of the December meeting.

Sarah ended the meeting at 4:06PM

Respectfully submitted,

Victoria Willoughby