

Mesabi Range Community & Technical College

Accelerated Assessment Timeline

Approved by HLC Self-Study Committee on July 8, 2008

Updated on April 24, 2009

| Date | Charge | Timeline for Completion | Assigned to | Status |
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| Fall 06 | To make course assessment Forms A through D available on the Q-Drive (shared drive) & encourage faculty & staff to submit via email. | Spring 07 | Stacy Orobonna and Tara Leviska | Completed Spring 07 |
| Spring 07 | Request Assessment Committee complete a worksheet on Institutional Assessment | May 07 | Assessment Committee | Completed Results indicate that Assessment as perceived by the Assessment Committee seems to be on a continuum from emerging to established. This worksheet will be completed with all staff and faculty at a later date. |
| April 07 | Survey staff & faculty to determine professional development interests in the area of assessment | April 07 | Dawn Olson | Completed Results sent to staff and faculty via email. Data will be used to plan training. |
| January 06 | Mesabi's General Education Definition for MNTC Review | April 07 | Bonnie Edwards, Curriculum Committee Chair & Curriculum Committee | Shared final draft at Duty Day |
| Summer 07 | Complete Core Student Outcomes Study | Summer 07 | Dawn Olson & Assessment Committee | Completed Received by MnSCU CTL |

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| Fall 07 | Write a script to be performed at Duty Day to introduce the new Assessment Coordinator and illustrate the importance of assessment. Encourage participation in the skit by faculty and staff members. Goal: to change the culture of assessment from “policing” to meaningful. | Fall 07 | Dawn Olson, Assessment Coordinator | Completed August 07 |
| August 07 | Perform skit and use the Duty Day evaluation to monitor effectiveness | August 07 | Tym Petron, Nathan Sager, Carol Helland, Debbie Jacobson & Dawn Olson | Completed August 07 with positive results (See Duty Day Evaluations) |
| September 07 | “B” is for Brownies and “Assessment Form B” Reminder & marketing technique to motivate individuals to complete assessment forms A & B | September 07 | Dawn Olson | Completed Left brownies in lounges with the reminder. |
| September 07 | Request faculty measure two general education goals when completing course assessment | September 07 | Tina Royer, Provost | 97% participation by college faculty |
| October 07 | Create a “visual” timeline that describes classroom assessment, course assessment and particulars in completing the necessary forms. Correspondence “invites” individuals to contact the Assessment Coordinator | October 07 | Dawn Olson | Completed. Distributed via email, & in Duty Day packets. |
| October 07 | Develop Assessment Brochure Used to inform individuals in the community and within the organization about the assessment practices at Mesabi | October 07 | Dawn Olson Reviewed, revised and approved by the Assessment Committee | Completed |
| December 07 | Review all Campus and Course Assessment Forms for revisions | January 08 | Dawn Olson | Completed |
| January 08 | Revise Campus and Course forms and put into “Survey Monkey” as a pilot method of gathering data and analyzing it | March 08 | Dawn Olson & Assessment Committee | Completed, but more details need to be investigated about Survey Monkey use and |

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| | | | | how to save, etc... |
| February 08 | Recruit one community member and one student to serve on the Assessment Committee | March 08 | Assessment Committee | Accomplished! Joan Krulc, Adult Basic Education and Jennifer Rich, a MRCTC student are now members. |
| July 08 | Review "Survey Monkey" and check on ability to save documentation. Identify a core group for piloting it in disciplines and student services | August 08 | Dawn Olson & IT Department | Redesigned Assessment Forms A-D to reflect academics or college services. 90% of College Services will use Survey Monkey as a form of reporting for academic year 2008-09. |
| July 08 | Complete the Assessment Annual Progress Report to be shared at Duty Day | August 08 | Dawn Olson, staff and faculty | Completed Assessment Progress Report for 2007-08. It was sent electronically to all staff and faculty. It will be sent once again mid-year as a method of sharing information and learning from other disciplines. |
| July 08 | Develop a Student Learning Outcomes form for Departments to analyze their student learning outcomes | July 2, 08 | Completed (See "Student Learning Outcomes Analysis" form) | See Student Learning Outcomes Analysis Form |
| August 19, 08 | Provide information to new staff regarding assessment at their orientation day | August 19, 2008 | Dawn Olson | Presented in the Norsemen Conference Room 8/19/08 |

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| August 19, 08 | Provide MRCTC requirements regarding course and classroom assessment to Concurrent Enrollment High School teachers | August 19, 2008 | Dawn Olson | Presented to College and High School Instructors as well as showcase a D2L Resource Site |
| August 20, 2008 | Showcase Assessment D2L Resource Course for staff and faculty use. | August 20, 2008 | Dawn Olson | Shared D2L Resource Course. Asked for feedback, additions, etc. .. Will send the link to all faculty again at the beginning of Spring Semester |
| September 08 | Departments will complete a Student Learning Outcomes Analysis. This analysis will serve to update course outcomes, identify general education outcomes and provide a plan for action. | August 08 Due Novmeber 08 | All faculty | The following departments completed the analysis: sociology, speech, business, theatre, history, political science, psychology, graphic arts, EIAT, and carpentry. Based on feedback from this experience this analysis may be better used during the Program Review Process. Dawn Olson will provide the forms to Jeff Gregg to include in future Program Reviews. |
| September 08 | Assessment Committee will be asked to assist in completing HLC Self-Study Criterion 3 | November 08 | Assessment Committee Members | During the September 17, 2008 meeting |

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| | | | | Assessment Committee members were asked for their support and assistance. |
| September 08 | Assessment Coordinator will ask Administration and the Leadership Committee how to address the need expressed by the HLC's last visit to assess the quality of teaching based on student evaluations. This is in reference to Course Assessment | September 08 | Dawn Olson & Assessment Committee | Dawn Olson contacted all of the NHED (sister) Colleges and requested how each of them conducted student evaluations. All the colleges responded with the exception of HCC. All NHED Colleges approach student evaluation along with faculty evaluation completing it on a rotational basis. Dawn shared this information with the Assessment Committee. The Assessment Committee will revisit this issue when drafting the new Assessment Plan for 2009-11. |
| October 08 | Administer "Write Placer" to students in the Freshman Year Experience and College Strategies courses to measure "communicates effectively" and think critically, two of MRCTC's general education goals. | November 08 | Student Services | On November 24-26, Sara Matusczak, Kerry Schad and Dawn Olson administered the WritePlacer |

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| | | | | to 69 Freshman Year Experience Students. 46% placed into College Writing and 54% did not. |
| December 08 | Develop a Common Syllabus Template to be approved by the Assessment Committee and the AASC for fall implementation | December 08 | | The MRCTC Syllabus Template was approved by both the Assessment Committee and the AASC. Scott Norcia suggested it be further developed into a Word Forms document. Dawn Olson did this. English and Education will pilot the template spring semester and implementation will begin fall 2009. |
| December 08 | Interview faculty regarding expectations of student learning in the general education areas Ask for suggestions on which areas to assess next year and what methodology to use | December 08 | Dawn Olson & Assessment Committee | At this time, a Matrix of General Education Outcomes was compiled using 2008 data. |

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| December 08 | Continue to explore eFolio as a method to measure general education outcomes. Create a Pilot for interested programs | December 08 | Lisa Kvas Assessment Committee | Dawn Olson attended a MNSCU Training regarding eFolio at the Annual Assessment Workshop in St. Paul with Lisa Kvas on November 24, 2008. Lisa and Dawn will meet on January 6 to further brainstorm ideas. |
| January 09 | Hold an Assessment Workshop for interested faculty | January 9, 09 | Assessment Committee | Jennifer Rich (a student), Dawn Olson, Lindsay Lahti, David Dailey and Lisa Kvas presented the following workshops at Duty Day: The Six Facets of Understanding, Developmental Education, and Using eFolio. |
| January 09 | Host a Northeast Higher Education Assessment Meeting to share best practices with sister colleges. In addition, explore eFolio initiatives. | Scheduled for February 19, 2009 | Lisa Kvas and Dawn Olson | Representatives from Hibbing, Itasca, Ely and Mesabi Range attended. Plans are underway to continue these meetings. |
| January 09 | Have Criterion 3 a & b completed for the HLC Self-Study | January 09 | Dean Bailey, Dawn Olson, Judith Blyckert & Assessment Committee | DONE. Feedback received from Carol Helland. Revisions completed. |
| January 09 | Dr. Hazareesingh presented a proposal for a new model of Assessment at MRCTC that | | Dr. Haz | The Assessment Committee approved the |

would be more intensive and rigorous.

new vision for the Assessment process at MRCTC. Dr. Haz will bring this information to the Academic Affairs & Standards Council for Approval.

February 09

Dr. Haz will develop forms that will extract data at the Academic and College Service level as well as classroom level.

May 09

Dr. Haz & Assessment Committee

Dr. Haz presented the newly designed forms to the Assessment Committee. The Technology Department piloted the forms. Dean Jean Bailey requested all Departments complete the Mission and Goals Sheet.

March 09

Dr. Haz completed design on the Classroom Assessment Report Form. Faculty will be asked to complete this form so data can be shared at the April 10, 2009 Duty Day.

Dean Bailey requested faculty to complete the Classroom Assessment Report form so Dr. Haz could analyze data on April 10 Duty Day.

April 10

Dr. Haz presented New

April 10, 2009

Dr. Haz

Faculty and Staff

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| 09 | Directions in Assessment at Duty Day | | | were informed about the progress made in the area of Assessment and future initiatives. |
| April 09 | Final Assessment Committee Meeting for the Academic Year | April 28, 2009 | Assessment Committee | |
| Fall 09 | HLC Visit | October 09 | HLC | |

