



Assessment Task Force Charter (FY20 Strategic Planning)

MISSION

To provide excellence in career and technical education for employment and advancement in an ever changing global environment.

VISION

Embracing quality and innovation in career and technical education, workforce development, and lifelong learning.

VALUES

Trust, Integrity, Pride, Passion, Respect. Collaboration, Innovation, Continuous Improvement, and Diversity that Foster Quality Service, Employee Engagement, Student Success.

FY20 GOALS

1. Develop a targeted plan for current students to persist (Champions: Jessica Lauritsen and Dr. Leanne Rogstad)
2. Integrate HTC Learner Value Cultural & Global Awareness into academic courses and co-curricular activities (Champion: Jean Maierhofer)
3. Advance institutional capacity and effectiveness through technology (Champion: Jason Kopp)
4. Create opportunities to secure new funding (Champion: Nairobi Abrams)

DATE: August 1st, 2019

TEAM NAME: Assessment Task Force

TEAM LEADERS: Debra Newgard, Director of Institutional Effectiveness Research and Assessment

CABINET SPONSOR: Merrill Irving, Jr., Ed.D, President

REPORTS TO: Cabinet

MEMBERSHIP:

Leanne Rogstad, PhD., Interim Vice President Academic Affairs

Mark Johnson, J.D., Academic Dean General Education

Tom Draper, Faculty, Exam Monitor, Law Enforcement

Mike Cirillo, Faculty, Fluid Power Faculty

Michael Evans, Director of Student Advising

Jean Kreutter, Director of Academic Support

Susan Parry, Faculty, Philosophy

Jane Sprangers, Faculty, Biology

Susan Thaemert, Faculty, Dental Assistant

PURPOSE:

- Review and respond with recommendations to all institution-wide assessment related requests from faculty and instructional leaders to ensure the college meets HLC criteria 3, 4, and 5.
- Cultivate and sustain a culture of intentional, purposeful assessment and continuous improvement across the college while fostering accountability.
- Operationalize and streamline assessment results through technology.
- Communicate and engage all stakeholders in the importance of assessing program effectiveness and the student experience.
- Support integration of assessment in accreditation efforts across the college
- Maintain awareness of trends and issues related to institutional effectiveness and assessment in higher education, as determined by higher education industry, institutional/regional accreditors, and program specific accreditors

BACKGROUND:

The Assessment Task Force in collaboration with departmental stakeholders will develop processes and procedures to improve assessment effectiveness. The goal is to streamline and enhance the student experience throughout the lifecycle of the educational program and to meet compliance/accreditation standards. This allows the institution to be more forward thinking by focusing on the mission and responding to future challenges. To achieve this goal, the College must sustain a culture of evidence through a formal planning and evaluation process as it pertains to programs and services. Documented evidence of an assessment cycle includes the collection of qualitative and quantitative data, analysis of data, and continuous improvement actions based on the data. With national and state accountability requirements, HTC must provide its constituencies with a greater understanding of outcomes and data analysis.

RESPONSIBILITIES:

The Assessment Task Force will be responsible for developing and implementing an integrated technology based assessment management solution for Hennepin Technical College.

Deliverables:

- Map all courses and co-curricular events to HTC learner outcomes for each program/department by 12/31/19.
- Map courses for ISRS to the HTC Learner Outcomes beginning: Fall term 2019.
- Establish (and revise as needed) rubrics for the HTC Learner Outcomes 12/31/2019.
- Evaluate assessment instruments to streamline results: D2L, Blue, Simple Syllabus
- Develop and implement an Assessment Dashboard based on agreed upon criteria: enrollment, staffing loads, course schedules, placement, employer feedback, retention and academic/co-curricular learner outcomes.
- Review annual assessment process mapping and agree upon the flow.
- Implement a plan for continuous improvement by developing an annual cycle of assessing and evaluating enrollment, retention, and placement for each program.
- Identify areas for faculty training and professional development, send to Deans and CAO to develop a plan of action each term based on assessment results.

KEY ASSUMPTIONS:

We assume the Assessment Task Force will have continued Cabinet support.

We assume the defined deliverables are reasonable and achievable within the imposed timeline.

We assume our work will be data driven and that the Assessment Task Force will help establish trends and benchmarks for the Assessment Dashboard.

We assume support of institutional, system goals and HLC criteria.

We assume new technology and tools will be introduced over the life of the plan that will impact how our strategic goals are implemented.

We assume out-of-scope initiatives, activities and discussions will arise, but we will remain focused on our responsibilities and deliverables under this charter.

We assume all members of this task force will actively participate and attend all meetings.

STAKEHOLDERS:

Students and Student Led Organizations

Academic Affairs Standards Council (AASC)

Accrediting Agencies-(HLC and Programmatic)

Advisory Committees

Bargaining Units

Cabinet

Community Based Organizations

Community Members

Industry Partners

Legislatures

Minnesota State System Office

Minnesota Board of Trustees

Shared Governance Council (SGC)

Meeting Frequency/Length

Bi Weekly Meetings with ad-hoc as needed for 1 hour, Note: deliverables outside of meeting time

All associated files will be stored in a shared Office365 OneDrive.

TIMELINE ANCHORS:

Start Date: August 31, 2019

End Date: May 24, 2021