

# 2011-12 Assessment Summary Report

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## Overview

The college had 90 percent compliance in terms of division chairs who reported completion of assessment and training needs. The majority of college faculty turned in required assessment materials. Some divisions may not have had 100 percent compliance.

Division	Chair	Fall, 2011	Spring, 2012
Allied Health	Karen Wiltrout	x	x
Computer Science & Business	Diane Wells	x	x
Developmental Studies	Louann Williamson	x	x
Distance Learning	Kayla Westra	x	x
Humanities & Fine Arts	Alan O'Neil	x	x
Management	Mike Dierks	x	x
Manufacturing & Energy	Jim Fischer	x	x
Science/math	Nancy Jo Hambleton	x	x
Social & Behavior Science; History	Mark Holden	x	x
Trades & Services	Rob Arp	x	x
Transportation	Pete Girard		

X= Assessment Forms Received

(blank)= Not received

## Training Needs Identified

One of the core purposes of assessment activities is to identify training needs of faculty and incorporate those into the subsequent year's Center for Teaching and Learning (CTL) activities. The following areas were identified. Note that some may have specific campus requests identified by the name of the campus in parenthesis, or specific discipline requests identified by the name of the discipline in parenthesis. Additionally, if we have had recent workshops on these topics, the contact person/explanation is also included behind the item. Additional reference materials may also be provided on request.

**Campus CTL leaders should review this list of training needs closely and work with faculty on their campus to identify priority training needs for the 2011-12 year.**

Kayla Westra is the instructional designer for the college, and the contact person for assistance in these areas.

The following training needs were listed on faculty course assessment sheets or provided as feedback at the CTL training day in February.

## Software/computer training

- D2L training (specific to new and adjunct faculty as well as advanced skills for current faculty)
- Incorporate video streaming, live video streaming; podcasts, screen capture into D2L classes
- Incorporate voice-over lecture into D2L

- D2L quizzing and test creation specific to writing questions, randomizing, manual versus automatic scoring; create randomized quizzes
- Organize D2L Content files; dropbox
- Utilizing rubrics in D2L to facilitate grading
- D2L Best Practices (**much available in Teaching with D2L course**)
- Webinars (**offered throughout the academic year in various disciplines**)
- Adobe Connect – general and specific to seeing chat notifications while sharing screen
- Microsoft 2008
- Microsoft SharPoint
- Office Professional Suite
- Language of SQL
- iPad
- Access-Data Training
- Trouble-shooting Virtualization
- Lodestar
- Primer on file extensions; managing zip files; managing basic graphics characteristic from camera/scanner to D2L and web venues (i.e., file size, camera/scanner settings; pixels and resolution, tagging, etc.)
- Excel – formatting tables, graphing, creating individual student reports; import/export between D2L and Excel
- Creating forms in PDF and Word and how to complete them when we get them
- Grades First (**updates and informal trainings offered throughout the academic year**)
- Web-Ex
- Social Media training
- Windows Live Accounts; Windows 7
- Office Live Workspace
- Advanced PowerPoint Training

Campus computer support personnel are excellent resources for using Windows, Microsoft Office, AV equipment, etc. Kayla Westra is the D2L trainer and can provide assistance/materials as requested. Kayla Westra is also contact person for online meeting software (Adobe Connect, DimDim) and Merlot.

## **Programs/Disciplines**

- Social Media Integration
- CISCO - Cisco Training; Cisco Security Training; trouble-shooting Virtualization
- Second Life training ([www.seconddlife.com](http://www.seconddlife.com)); create Avatars for classroom
- Simulation in Labs (Nursing and MT)
- Feed Analysis equipment with training for lab exercises
- Managing music equipment and files for classroom use
- Training on farm tax
- Finpack training
- Reviewing SPOT analysis training in business climates
- Enterprise analysis updates
- Crop insurance changes

- Income tax updates
- Developing marketing plans
- Transition of family farms
- Small business bookkeeping updates

## **General**

- Teaching tips on how to motivate students (generally and specific to use of email; Gradesfirst
- Test item statistical analysis, test item writing, and question discrimination
- Best practice for test blueprints
- On-Line LARC Resources (Pam Sukalski is contact)
- Course outlines, syllabus, and curriculum development (for all FTE, PT and adjunct faculty)
- ICD-10 Training
- Course design
- Self-studying Geobra 4
- Alternative methods for evaluating attendance or participation of students in distance learning (ITV and D2L)
- Use of and improvement of the Tutoring system college-wide
- How to support ESL students (study tips; resources available; etc.
- Helping students access audio books; audio instructions; students with disabilities
- Better understanding of the need/relevance of rental textbooks; what makes a good textbook; textbook evaluation
- Consistent works study and/or faculty support

## **Additional Requests:**

**NOTE: some requests can be secured through staff development and fiscal affairs**

- Release time to observe current practices, consult with professionals in Infant/Toddler settings
- Increase the amount of Coaching Clinic attendance
- Training in GIS programs
- Video and equipment in the gymnasium
- Additional lab activities to assist in master of content in class
- Additional space and equipment

**SBM/FBM specific requests (will be coordinated within division)**