



Northland Community & Technical College PLANNING & ASSESSMENT COMMITTEE

Friday, July 1, 2005

9:00 – 12:00 n.

EGF campus

MINUTES

Membership Present: Kerry Jaeger, Avis Dyrud, Dorinda Sorvig, Jeff Thomas, Al Shervold, Kate Schmalenberg, Cheryl Byrne.

Topic	Responsible Party	Discussion/Outcome
1. Welcome	Kerry	
2. Minutes of June 10 Meeting	Committee	The minutes of the June 10 meeting were approved with changes. It was clarified that Bonnie Andrys represents both campuses in the capacity of faculty development.
3. Program Review Plan draft	Committee	<p>Following Chandler-Gilbert Community College's program review, specifics for NCTC were added to the draft that Avis and Dorinda had prepared. NCTC's assessment purposes (from intranet site) were included, as well as specifics for program review team members, steps in the process and timeframes for program review. See Program Review document for details.</p> <p>Academic deans, with the assistance of the division chairs, will determine the rotation of programs for program review. This will start with the 2005-2006 academic year.</p>
4. Role of APR Committee regarding program reviews submitted	Committee	The APR committee will not be approving the program reviews. We are available to give an overview and orientation on the process and to assist programs with the process.
5. Duty days in August?	Committee	Jeff reported that the APR committee will be given time on the August 16 duty day. We will review the college assessment plan that was handed out last spring, and the program review plan completed today. Hard copies of both documents will be given to faculty. One half hour will be requested to present this information.
Next Meeting	Committee	Committee will meet at the TRF campus on Thursday, August 4, at 9:30 a.m.
Agenda items:		<p>We'll need to prepare/review presentation for duty day on Aug. 16.</p> <p>We need to plan an orientation for team chairs in Sept. Invite Dennis Paesler to explain financial</p>

		<p>information. Explain the program review document – that they will need to add space as needed, etc.</p> <p>A cover letter from the APR committee with the program review document will explain the APR's role in program review.</p>
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