

Northland Community and Technical College
ASSESSMENT & PROGRAM REVIEW COMMITTEE

Thursday, August 4
9:30 a.m. – TRF 545

MINUTES

PRESENT: Dorinda Sorvig, Kate Schmalenberg, Avis Dyrud, Kerry Jaeger, Al Shervold, Cheryl Byrne, Tim Reuter, Jeffery Thomas

- Minutes of July 1, 2005 reviewed. Kerry will make edits and distribute them to the committee members.
- Deans will work with Division Chairs to determine rotation of program review.
- Meeting times for fall semester. Committee members were in agreement to conduct face-to-face meetings at alternating campuses. Scheduled meeting dates and times are as follows:
 - Tuesday, September 13 at 9:00 a.m. – EGF
 - Wednesday, October 12 at 2:00 p.m. – TRF
 - Tuesday, November 15 at 1:00 p.m. – EGF
 - Wednesday, December 7 at 2:00 p.m. – TRF

Meetings determined to be shorter than 2 hours in length, or if weather conditions are poor, will be held via polycom.

- Faculty Inservice - Tuesday, August 16th – Assessment and Program Review Committee will present the Program Review Plan and Assessment Plan during a ½ hour block set aside for them. Al will do Power Point presentation. Al will draft program review cover letter. Kerry will do graphics for the presentation.
 - Committee members introduced.
 - Focus of committee the past year.
 - Focus of committee this coming year.
- Pilot programs will be invited to a round-table discussion with the committee at the next scheduled meeting on Tuesday, September 13. The committee will meet beginning at 9:00 a.m., and invite the pilot programs in at 10:00 a.m.
- Jeff noted that the Division Chairs need to be involved in assessments of programs.
- Deans will meet with Division Chairs to determine program rotation.
- Program Evaluation will be conducted on a 2-year cycle.
- Program Reviews will be conducted on a 5-year cycle.
- APR committee will serve as consultants for the pilot program reviews.

- APR committee will be consulted as needed in discussion.
- Discussion of process for pilot rotation reviews:
 - First year will focus on assessment data gathering.
 - Program review will be the focus the second year.
- Kerry suggested that we might consider looking at programs that have just completed national accreditation because these programs have data currently at hand that may fit into the Program Review process. The Medical Assistance program on the EGF campus completed national accreditation last year. Perhaps, the APRC should approach this program to pilot the program review process.
- Tim agreed to Auto Body Collision Technology being TRF's pilot program.
- Kerry stated that all programs need to be collecting assessment data, and that both direct and indirect information/data must be collected on an on-going basis.
- The APR committee will work with the two pilot programs to gather program assessment data during fall semester. This data will be shared with faculty during the spring semester inservice days.
- Program Learner Outcomes – Several programs did not submit (or did, but were lost). Avis read the memo which was sent out to the program directors/division chairs by Provost Hanson. Kerry stated that the committee is about 3/4th the way through program learner outcomes review.
- Distinguishing learner outcomes for various degrees within the program was discussed. It was suggested that programs do their learner outcomes for the highest degree first, ending with the learner outcomes for the lesser degree.
- Jeff wants to see all program learner outcomes posted to the Intranet (now the Virtual Office).
- APR Committee Goals for this year:
 - Facilitate assessment process by working with programs directly.
 - Maintain/Monitor pilot programs assessment program.
 - Be aware of difficulties/problems that come up. Be vigilant in observations.
 - Facilitate the establishment of the program review schedule
 - To support the pilot programs through the pilot review process.
 - Annual goals will be revisited at the September 13th meeting.
- Mike Normandin will be invited to the September 13th meeting at 9:00 a.m. to update him on pilot program process.

- Dr. Jim Davis was introduced to the APR committee members. Dr. Davis shared with the committee that there will be some programs that need remedial action if unforeseen circumstances arise. The Assessment and Program Review Committee members will need to assess and recognize “red flags” yearly on an on-going basis. Dr. Davis also shared with the committee his thoughts on program degrees, stating that learner outcomes can be the same, but the level of achievement is higher
- Next meeting scheduled for Tuesday, September 13, 9:00 a.m. at the East Grand Forks Campus. Mike Normandin will be invited. Instructors of the pilot programs Auto Body Collision Technology and the Medical Assistant Program will be invited to attend a 10:00 a.m. meeting with the APR committee on this date.
- Meeting Adjourned at 12:00 noon.

Recorder of Minutes:
Charlene Abrahamson