



Northland Community & Technical College Assessment and Program Review Committee

September 13, 2005

Room 102

9:00 am -12:00 pm

Meeting Minutes

Members Present: Al Shervold, Kerry Jaeger, Jeff Thomas, Tim Reuter, Avis Dyrud, Dorinda Sorvig Guests: Mike Normandin, Brian Suckow, Joel Ziegler

Topic	Discussion/Outcome
1. Welcome and Review Minutes	July minutes approved with changes. August minutes approved.
2. Update/review of APR committee work	<p>Tim Reuter, Auto Body (TRF), and Brian Suckow , Welding (EGF), have agreed to pilot the Program Review Process. Process should be completed by spring '06.</p> <p>Assessment documents available on the intranet. Charlene sent a note reminding faculty of document postings. May have to draft a document explaining the assessment process to post on the intranet.</p> <p>Discussed how the APR committee may use Barb Schueppert as an assessment consultant. Need to meet with Barb Schueppert soon to find out what her ideas are and needs. Will Check with Kent H. for approval to meet with Barb S. on Sept. 28 to discuss the assessment process of NCTC. Kerry and Dorinda will meet with Barb S. as representatives of the APR Committee.</p> <p>We need to put things into action and move!! Help sessions, faculty, Seeing Barb as the action person. Health programs have done assessments: the APRC needs to use their expertise. Get others to help with ideas.</p>

3. Role of APR in assessment process 2005-2006	<p>Remind faculty of the experiences of programs that have completed national assessment procedures. Caveat: Programs need to use NCTC process</p> <p>Programs should be collecting data at this time. Need to place a checks-and-balances procedure that will be overseen by the deans.</p> <p>E-mail Kerry and Dorinda with items to discuss with Schueppert. How to read data . . . Everybody tuned in?</p>
4. Responses to August 16 th Duty Day Presentation	Kerry wasn't sure if the APRC's message was clear to the faculty. There is need for follow up.
5. Committee membership	Need to get two more faculty from the EGF campus. Julie could not be a part of this year. Kit Brennan or Chris Boman possible or maybe someone from Trades.
6. Meeting dates (some conflicts with AASC—see schedules below)	<p>October 12 meeting in TRF at 8:00 -10:00 am.</p> <p>November 15 time is the same Kerry needed to see if there was a room.</p>
7. Program review rotation schedule (Deans with Division Chairs)	<p>Meet with Brian Suckow- EGF Welding Instructor & Joel Ziegler- TRF Welding Instructor went well.</p> <p>-Typing could be done by Faculty Support on respective campuses.</p>
8. Minutes on virtual Office. Who will do this?	Kerry will review current postings and bring postings up-to-date.
9. Other agenda items	
10. 10-12 noon Meeting with participating faculty about pilot program reviews	<p>Program review process presented and discussed with pilot programs (Tim Rueter and Brian Suckow). Questions about process were answered. The APRC will check in from time to time to facilitate process. The purpose of the pilot study is to check the feasibility of the process. The pilot process is not intended to specifically judge the participating programs.</p>

Meeting adjourned.