



Northland Community & Technical College PLANNING & ASSESSMENT COMMITTEE

Wednesday, October 12, 2005

8:00 – 9:15 a.m.

TRF campus

MINUTES

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

Topic	Responsible Party	Discussion/Outcome
1. Welcome	Avis	
2. Minutes of Sept. 13 Meeting	Committee	The minutes of the September 13 meeting were approved.
3. Assessment process for distance education	Committee	Assessment process for on-line students discussed. LPN Program is an on-line degree. MSCTC is who NCTC has to go through to grant the degree Distance Education is in the process of institutional change request goes to Minnesota On-Line. NCTC will seek permission from the Higher Learning Commission to grant on-line degrees. A sub-committee of Distance Education is in the process of developing an assessment plan for on-line programs. One plan will be developed and applied to all on-line courses. This committee agrees that all on-line courses will follow the assessment and program review plans established for NCTC in accordance to respective program.
4. Update on meeting with Barb Schueppert	Committee	Barb Schueppert said that NCTC's APR committee is on the right track. Suggested tying two documents together. Documents will be merged together with indication of program review Part 1 and Part 2. Cover Page will be redone by Kerry to merge both documents as one; New title "Assessment and Program Review Plan." At Barb's recommendation, course matrixes will be put on the back burner for now. Discussion of the Employee Virtual Office on the Intranet, and the misplacement of APR documents. Discussion tabled. Barb noted that faculty are teaching 30-32 credits and will need the assistance of the committee to complete program assessments and reviews.
5. Action plan for APRC	Committee	All programs should be doing on-going program assessment. APR committee needs to begin scheduling meetings with programs participating in the program review currently going through the assessment process. Rotation schedule needs to be published – Deans and Department Chairs must meet first to develop rotation list. APR committee will follow up with programs on the rotational cycle to

		<p>inquire as to how program assessment is going.</p> <p>Worksheet format needed for Deans to follow when working with program assessment and review. Kerry will bring sample documents to next meeting.</p> <p>Programs will be asked to pick one specific outcome for review.</p> <p>Jeff proposed that the program review rotation and process be presented at the January in-service. Discussion tabled until November meeting.</p> <p>Avis would like to see a flow chart to help with the process of program assessment and review.</p> <p>"Preparing Instructional Objectives," books were distributed to committee by Jeff who received them from Kent Hanson.</p> <p>Jeff will share with the Division Chairs the proposed process and APR committee expectations of them for program assessment and review as discussed by the APR committee. Division Chairs will be asked to collect data on assessments for their division.</p> <p>Administrative support is needed for program review.</p> <p>Action plan is needed to take care of unfinished program outcomes. Kerry will review program outcomes submitted, and notify Deans of programs who have not yet completed their program outcomes.</p> <p>Kerry noted that Bonnie is still very much available to provide input and expertise in this area.</p> <p>Discussion of administrative support staff assisting in the completion of program assessment and review – mainly to put documents together.</p>
6. ACT	Committee	<p>Committee discussed program credibility through assessing general education outcomes of students who are graduating. Comparison aspect would be nation-wide, rather than state wide. Purpose of this form of student assessment would be to keep with the standards of other colleges across the nation. Cost of ACT testing for graduating students to be researched.</p>
7. APR Committee Membership	Committee	<p>APR Committee needs one more member for the EGF campus.</p>
<p>Next Meeting</p> <p>Agenda items:</p>	Committee	<p>Committee will meet at the EGF campus on Tuesday, November 15 from 1:00-3:00 p.m. in room 210.</p> <ol style="list-style-type: none"> 1) Prepare/review action plan and flow chart for program review and assessment. 2) Documents will be merged together to become one, "Assessment and Program Review Plan." 3) Program assessment and review worksheet to be developed.