



Northland Community & Technical College **PLANNING & ASSESSMENT COMMITTEE**

Wednesday, December 7, 2005

2:00 p.m.

TRF campus

MINUTES

Membership Present: Avis Dyrud, Kerry Jaeger, Dennis Wierima, Jeff Thomas, Tim Reuter

Topic	Responsible Party	Discussion/Outcome
1. Welcome	Avis	Minutes of November 15 approved. (Dennis Wierima's spelling of last name corrected.)
2. Program Learner Outcomes	Committee	Who reviews the Program Learner Outcomes? Kerry will visit with David, and Jeff will visit with Kent.
3. Assessment Plan	Committee	<p>Avis presented the latest draft of the merged Assessment Plan. Pages 1-6 and appendix are new.</p> <p>Page 5, part 3: Universal Goals – Kerry stated that these came from the technical college's program review plan. Jeff suggested these be dropped from the Assessment and Program Review Plan.</p> <p>Kerry suggested changing Universal Goals Outcomes to Measure of Learner Outcomes. Jeff added that the language in the second paragraph be changed, rather than eliminated. Committee agreed to replace the second paragraph (three statements) with simple college mission statement.</p> <p>Jeff said to keep the measure of outcomes.</p> <p>Avis reviewed with the committee the appendix that she and Dorinda put together. Committee agreed to eliminate NCTC Institutional Learner Outcomes and replace with PROGRAM Learner Outcomes:</p> <p>Avis will send out electronically the latest draft of Assessment Plan with Program Review.</p>
4. In-Service January 4 th & 5 th	Committee	<p>January 4th In-Service – all faculty are at TRF; January 5th In-Service is at faculty's respective campus.</p> <p>APR committee will present between 9:30-10:15 a.m. at January 4th in-service.</p> <p>Kerry suggested a plea to faculty on the 4th and 5th that APR committee needs some time of response from – HELP US to eliminate repetition. Data must be collected. Administration might</p>

		<p>be the proper personnel to request the plea. Administration may need to assign review dates to programs. Avis suggested acknowledging the programs who have graciously offered their program to be assessed.</p> <p>Committee needs to hear both positive and negative feedback from those instructors who are currently conducting program reviews, in order to work on a better process.</p> <p>Jeff suggested that Kerry talk with Division Chairs about presenting their review process to other faculty members.</p> <p>Kerry will give a quick overview of what the APR committee has done to date. Key people report on their accomplishments. Kerry will give a plea to others to proceed with their own program assessment plan.</p> <p>Kerry asked Tim Reuter to share with faculty the Auto Body Program's success and frustrations.</p>
5. Program Review Workshop	Committee	<p>February 24th In-Service – Proposed that the Assessment Committee organize a program review workshop. Avis suggested a systematic presentation on the program review plan.</p> <p>Tim talked about Andy Mueller's assistance with critical thinking in reviewing common course outlines, explaining that course descriptions must be written for those who know nothing about the program itself.</p>
6. Interim Assessment Report	Committee	<p>Interim Assessment Report document handed out – basic 2-page document.</p> <p>Formal report is to be filed with the Deans by May 1st.</p> <p>Documents will be given to faculty at February's in-service.</p>
7. APR Minutes	Committee	<p>APR documents for program assessment are on the intranet.</p> <p>March 2005 APR minutes are missing.</p> <p>Approved APR minutes will be posted to Intranet.</p>
8. Spring Semester Meetings	Committee	<p>Tentative dates for spring semester APR meetings are:</p> <p>Thursday, January 19th at 2:00 p.m. – EGF</p> <p>Thursday, February 9th at 2:00 p.m. - TRF</p> <p>Thursday, March 9th at 2:00 p.m. – EGF</p> <p>Thursday, March 20th at 2:00 p.m. – TRF</p> <p>Jeff will verify open dates with already scheduled administrative meetings.</p>
Meeting Adjourned		3:30 p.m.

Next meeting tentatively scheduled Thursday, January 19th at 2:00 p.m. at EGF.

Recorder of Minutes
Charlene Abrahamson