



Northland Community & Technical College Assessment & Program Review Committee

Monday January 30, 2006

2:00 p.m.

Video-com

MINUTES

Membership Present: Avis Dyrud, Kerry Jaeger, Bonnie Andrys, Dennis Wierima, Jeff Thomas, Tim Reuter, Dorinda Sorvig, Cheryl Bryne, Kate Schmalenberg, Al Shervold

Topic	Responsible Party	Discussion/Outcome
1. Welcome	Kerry	Minutes of Dec 7 th , 2005 reviewed and approved.
2. APR Plan	Kerry/Jeff Committee	<p>Kerry made the committee aware of a situation where Kent Hanson - Provost had requested to meet with him and Bonnie A. regarding the APR plan. Kent recommended that it be separated into 2 documents and that the assessment part include some additional forms/documents. Kent did this in response to a program faculty visiting with him about their attempt to use the document for an assessment of their program. Kerry and Bonnie worked on this request and in addition attempted to gather additional documents that had been left out of the APR plan that was originally posted to the intranet.</p> <p>The committee indicated concern that the changes were recommended from an administrator and not a result of committee work. Jeff offered additional explanation that</p>

		<p>Kent had indicated to him that the committee can use his recommended changes or not. The committee was free to work on the APR Plan as they would like.</p> <p>It was decided that a sub-committee would look at the APR document and bring any changes back to the next APR meeting. The sub-committee members are Kerry, Cheryl, Jeff, and Dorinda. It was also decided in this discussion to re-merge the 2 documents*(Assessment Plan and Program Review Plan) into one plan.</p>
3. Feb 21 st In-service	Committee	The APR committee is scheduled to present/train during this in-service. AI offered discussion that it would be helpful for this committee to set up a meeting/training session with Health Division Program Directors. The idea is that these people are involved in assessment of their programs for accreditation and therefore have experience in the process – their insight and suggestions might be helpful in this part of the process for the committee. This is tabled for now.
4. Program Review	Jeff	Program Review Cycle list will be developed and presented at the next APR Meeting. We are running into several situations where an IR person would be helpful/needed. This is one area that help is needed.
5 Cycle/List	Kerry	We are running into several situations where an IR person would be helpful/needed. This is one area that help is needed.
6. Storehouse of “common data”	Kerry	We are running into several situations where an IR person would be helpful/needed. This is one area that help is needed.
7. Utilization of Barb Schueppert	Committee	Kerry will draft a letter requesting assistance from Barb S. as a consultant for various future dates during spring 06 tem.
7. . Review Program Learner Outcomes	Committee	This led to additional discussion that there is not a process in place for outcomes to be approved. This needs to be addressed and decided on.
7. . Meeting Dates	Committee	Next meeting – Tuesday, Feb 14 th , 2 pm, EGF March meeting scheduled for Thursday March 23 rd , 2pm, TRF
7. Meeting Adjourned		3:10 p.m.

Recorder of Minutes

AI Shervold and Kerry Jaeger

1:30 in TRF.

Please make every effort to attend the meeting. There is much work that needs to be accomplished in the upcoming months. Everyone's involvement is vital!

Respectfully submitted,
Bonnie Andrys

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