



Northland Community & Technical College PLANNING & ASSESSMENT COMMITTEE

Wednesday, March 23, 2006

1:00-3:00 pm

TRF campus

MINUTES

Membership Present: Kerry Jaeger, Bonnie Andrys, Cheryl Byrne, Jeff Thomas, Dennis Wierima, Al Shervold, Tim Reuter, Dorinda Sorvig,

Topic	Responsible Party	Discussion/Outcome
1. Welcome	Kerry	Guests, Barb Schueppert and Kent Hanson were welcomed and introduced.
2. Assessment and Program Review Document		<p>Barb talked about the Program Assessment Plan and the Comprehensive Program Review Plan. The importance of linking the two plans and how Program Assessment leads into Program Review. The Program Assessment to be on a 1-2 year cycle and the Program Review to be on a 5-year cycle. She recommends two separate documents for the Assessment Plan and for the Program Review, correcting any misunderstanding when communicating with Dorinda and Kerry last fall..</p> <p>Barb said the APR Committee's role is process oriented. The committee's role is to monitor the process of assessment. The committee should also review the completed program reviews every year and the completed Assessment Plans every year.</p> <p>Kent suggested the use of one reporting form. Kerry questioned the process of making a common reporting mechanism mesh with third party accreditation.</p> <p>Jeff suggested a simplified reporting format.</p> <p>Kerry will put together and forward a "fresh" copy of Assessment Plan document to everyone to review.</p>
3. Other Items	Committee	<p>Old minutes were discussed – the rotation cycle is in progress and the committee would like the faculty to see before the end of the semester.</p> <p>Al indicated the form on the internet wasn't complete – needs to be updated.</p>

		Kerry suggested that communication with faculty needs to be clearer – APR Committee/Deans/Division Chairs/Faculty.
4. Next Meeting Agenda items:	Committee	<p>April 11th in East Grand Forks at 1:00 pm in Room 106.</p> <p>Go through “fresh” new plan – solidify. Discuss whether to meet during summer. What is the group’s role? Membership. Is there a budget for IR position? What else do we want Barb to do? Meet with Divisions.</p>