



## Northland Community & Technical College Assessment and Program Review Committee Meeting

November 16, 2006  
1:00 pm  
TRF Campus-Room 545

### MINUTES

**Attendees:** Avis Dyrud, Kerry Jaeger, Dorinda Sorvig, Tim Reuter, Al Shervold, Kate Schmalenberg, Jeff Thomas, Suzy Dowers, Kent Hanson, David Christian, Dennis Wierima, Andy Mueller  
Recorder, Lori Johnson

Topic		Discussion/Outcome
1. Welcome		Welcome by Kerry and introductions made.
2. Review and approve minutes (September)		Minutes were reviewed, corrections made and okayed to post.
3. Chairperson Selection		<p>Kerry will act as chairperson for remainder of academic year. Expectations of Committee Chair:</p> <ul style="list-style-type: none"> <li>• Call meetings</li> <li>• Set agenda</li> <li>• Run meeting</li> <li>• Act as liaison with administration to process information</li> <li>• Encourage participation of committee members</li> <li>• Gather and disseminate information</li> </ul> <p>Kent shared information from an academics article about the purpose/role of the assessment committee and he feels that the committee is on track with NCA's expectations.</p>
4. Program Assessment Update & Needs		
a. Liberal Arts		<p>Liberal Arts is behind in process – need to get into disciplines. There is a meeting scheduled today with liberal arts chairs to work on discipline assessments.</p> <p>Need to get direct and indirect methods of assessments started this year. Discussed different ways to evaluate.</p> <p>Survey 4-year institutions to see how our graduates are doing.</p> <p>Academic survey – how do students see themselves?</p>

b. Employer Survey	<p>Example of Employer survey form was reviewed; this will be put out on virtual office. 4-point scale will be used: 1-poor, 2-adequate, 3-proficient, 4-excellent Tech. programs already using surveys will use what they have.</p> <p>Kent/Kerry will email faculty with expectations, timelines and plan of action for program assessment.</p>
5. Program Review Update & Needs a. Virtual Office  b. Program Review Language	<p>Had a request for a word document version that is now out on virtual office. – put the word “form” Avis suggested some language changes that were contradictory. Kent/MaryJo will correct the language.</p> <p>Page 5 – clarified language “cost per student” Number of students to faculty – added in ratio piece. Avis reviewed draft from Criminal Justice program review. Tim met with Avis and made some changes to their program review.</p>
6. Assessment Committee Expansion	Tabled till fall.
7. Institutional Learner Outcomes	<p>Institutional Learner Outcomes were called core competencies Programs have to include on the Common Course Outline how these are measured. Reviewed ADMS 1120 for good example of how these were measured.</p>
8. In-service Plans	<p>Duty days – discipline meetings-Jan. 10<sup>th</sup> from 1:00-3:00 pm. Those not in discipline meetings will work on program assessment. Those who didn't do program assessment will work on Jan 11<sup>th</sup>.</p>
9. October Committee Actions	<p>Several things have occurred since the September assessment meeting. First, Andy Mueller (TRF) has agreed to join the committee. Let us welcome him. Second, let us welcome Avis Dyrud back to the committee. We have certainly missed her insight, and we are in dire need of her assistance. Avis has agreed to assist programs earmarked for program review this year. Third, Kent H., Mike Normandin, Jeff Thomas, Dennis Bendickson, and I met to lay out a plan that will provide essential data for aforementioned programs. Fourth Kent H., Jeff Thomas, Mike Normandin, Avis Dyrud, and I met with earmarked programs to discuss the program review process and to offer assistance in this process.</p> <p>Other advances in the assessment process have also occurred. Administrative support of the assessment plan has increased. Kent H. has taken an active role in fine-tuning the process. His office has followed through with incomplete Program Learner Outcomes, double-checked assessment documents published in virtual office for accuracy and clearness, and organized a network for assessment support. This is exactly the action needed at this point in the assessment process. I, for one, appreciate support from this level.</p> <p>Although we did not meet as a committee in October, much happened concerning assessment: The assessment process has not been idle. Many issues still need resolution, and I know that this committee will meet the challenge. On a personal note, I wish to thank all for serving on this committee and look forward to another productive year.</p>

10. Next Meeting		December 13 <sup>th</sup> from 1:00-3:00 pm at EGF campus.
Agenda items:		In-service Committee members are to email Kerry with ideas for assessment part of in-service days.