



## Northland Community & Technical College

### Assessment and Program Review Committee Meeting

December 13, 2007

1:00-3:00pm

Room 106

EGF Campus

Attendees: Tim Reuter, Mike Normandin, Kerry Jaeger, Mary Fontes, Al Shervold, Jeff Thomas, Dennis Wierima, Kate Schmalenberg, Kent Hanson, Dorinda Sorvig, Al Shervold, Avis Dyrud, Andy Mueller, David Christian, Suzy Dowers  
Recorder, Renee Kringlen

Topic	Discussion/Outcome
1. Welcome	Kerry @ 1:10pm
2. Review and Approve Minutes (November)	Minutes reviewed. Questions clarified. Corrections made and approved.
3. Jan. In-Service Plan	<p>Reviewed Assessment Action Steps for the in-service to prepare for presentation. Kent and Kerry will follow up on this information.</p> <p>Kent will be on both campuses. Al &amp; Kerry will present on the EGF campus the second day. Dorinda and Avis will present on the TRF campus along with Kent on day one.</p> <p>Kerry and Kent discussed the Assessment action Steps for 06-07 (handout). Steps 5 and 6 address the Jan. In-service focus. The in-service will consist of :</p> <ol style="list-style-type: none"> <li>1. 1 hour presentation walking through the form. Easier to look at the form with everybody.</li> <li>2. 1 hour of group work (for those who need additional guidance). These will be a break-out sessions.</li> </ol> <p>The Humanities may have greater issues due to the diversity of the program. Kent will address issues on the EGF campus. Avis will address issues on the TRF campus.</p> <p>Presenters will meet prior to the in-service for final preparations.</p>

4. Spring 2007 Objectives	<p><b>There will be an assessment contact person for both campuses; this may be one or two people. Discussion pending.</b></p> <p>Committee objectives (suggested: comments address handout of possible objectives):</p> <p>Reword #7 and #1.</p> <p>Discussion ensued concerning #4: Kerry spoke with Karleen to see if this (student surveys) could go online. Could this be done as part of graduation requirements or through a course on graduation procedures (at no cost to students). This would be a What-One-Has-To-Do to graduate course. Such a course may address all the required paper work for graduation. This could be based on the Assessment action steps for 06-07.</p>
5. Virtual Office— Assessment/Quality Look	Kerry thanked the Office of the Provost for making the Assessment/Quality section of Virtual Office more user-friendly. The Assessment/Quality site will be presented during the Jan. in-service. Kent would like to publish the graduate placement statistics (5 year) report from Susie dowers in virtual office as well.
6. Program Review Progress	<p>Avis has been meeting with programs. Process on-going. Contact and information are at various levels in the assessment process. Criminal Justice looks complete. Networking is interesting as it has no history.</p> <p>Committee reviewed the Program Review data.</p> <p>When would be a good time to remind next year's programs that they are up for review? Response: Spring term prior to the year of review.</p>
7. Assessment Progress	No need for clarification at this time.
8. Next Meeting	<p>No January meeting (in-service preparation).</p> <p>Next meeting: Tuesday, Feb. 13 from 1-3 in TRF.</p>
9. Agenda Items	Should have some data of issues from the Jan. in-service. Others TBA.

Reporter: Renee Kringlen