



Northland Community & Technical College

Assessment and Program Review Committee Meeting

February 13, 2007

1:00 pm

TRF Campus-Room 217

MINUTES

Attendees: Avis Dyrud, Tim Reuter, Dorinda Sorvig, Jeff Thomas, Susy Dowers, Andy Mueller, Mike Normandin, Kate Schmalenberg, Kerry Jaeger, Kent Hanson, David Christian, Dennis Wierima, Michelle Thomas
Recorder, Lori Johnson

Topic	Discussion/Outcome								
1. Welcome	Welcome by Kerry – 1:15 pm.								
2. Review and Approve Minutes (December)	Minutes from December meeting were reviewed. Kerry will make necessary corrections and minutes will be posted.								
3. Report on Program Review	<p>Avis reported on Program Review -</p> <ul style="list-style-type: none"> Auto Mechanics - Norm will get together with EGF campus in March Criminal Justice – It is well on its way – still needs to set goals Computer Servicing/Networking (EGF) – started on <p>2007-2008 Program Review</p> <table border="0"> <tr> <td>Construction Electricity</td><td>Mass Communications</td></tr> <tr> <td>Medical Assisting</td><td>Aviation Maintenance Technology</td></tr> <tr> <td>Occupational Therapy Assistant</td><td>Nursing - Practical</td></tr> <tr> <td>Sales Marketing & Management</td><td>Nursing - Registered</td></tr> </table> <p>Kent will be scheduling a meeting later this spring for programs that are up next year for review.</p>	Construction Electricity	Mass Communications	Medical Assisting	Aviation Maintenance Technology	Occupational Therapy Assistant	Nursing - Practical	Sales Marketing & Management	Nursing - Registered
Construction Electricity	Mass Communications								
Medical Assisting	Aviation Maintenance Technology								
Occupational Therapy Assistant	Nursing - Practical								
Sales Marketing & Management	Nursing - Registered								

Monthly Reporting		Kerry talked about the need for some sort of monthly report on program review and assessment to be built into the meeting agenda. Avis and AI are both working on program review and program assessment reporting.
4. Report on Program Assessment April In-Service		<p>Avis also reported on Program Assessment –</p> <ul style="list-style-type: none"> • Humanities is trying to find time to meet – completing forms, setting goals, measurable goal • Tim reported about his program review and how it worked. It will be easier next time around knowing what worked and what needed to be improved. • Brian will continue to work on his program and try to complete. <p>Kent indicated that the April in-service is totally dedicated to Program Assessment.</p>
5. Report of Survey Activities		<p>Michelle presented updates on surveys –</p> <ul style="list-style-type: none"> • The Liberal Arts survey just went up online for those that need to file for graduation. Calls are being made to graduates that have already filed. Surveys will be mailed to these that don't respond to phone survey. • Employer surveys were mailed – PN, RN, Pharmacy Tech. and Medical Secretary. • Surveys to be mailed on the 15th – Welding, Computer Service/Networking, Construction Electricity, Sales, Marketing, and Management, Mass Communications, Aviation Maintenance Technology, Heating, Ventilation and Air Conditioning, Architectural Technology and Design, Computer Modeling and Animation, Plumbing Technology, Carpentry, Administrative Support, Welding Technology, Early Childhood & Paraprofessional, Fire Technology, Electronics Technology • Exit surveys for technical programs were discussed (D2L – Web-based – Survey Monkey). Will check with Chad to see how difficult it would be to build graduation application page. Will also check into what other options are available. <p>Susy reported on surveys –</p> <ul style="list-style-type: none"> • Cost center needed for employer survey expenses • Started data base for employer contacts for surveys for future mailings • Questions within survey should vary, negative to positive and positive to negative • Chart survey activity by program – what mailed – when mailed
6. Analysis Worksheet		Kent had committee members complete analysis worksheet. Kerry will email results to committee members.
7. Assessment Organization Chart		An assessment organizational chart was discussed. Kerry will put chart together based on committee recommendations and will email to committee members.

8. NCA		Kent talked about the Higher Learning Commission Annual Meeting coming up in April. He will be a co-presenter at the conference. Congratulations, Kent! Anyone interested in attending should register and make reservations soon.
9. March Meeting Date		The March meeting will be held via Polycom on March 21 st from 10:00 am – Noon. Kerry will make the necessary arrangements and will notify committee members of the rooms on each campus.
10. Adjourned		3:00 pm