



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

September 13, 2007  
10:00 am  
TRF Campus-Room 635

### MINUTES

**Attendees:** Kent Hanson, Mike Normandin, Jeff Thomas, Avis Dyrud, Al Shervold, Michelle Thomas, Tony Sorum and Andy Mueller.  
Recorder, Lori Johnson

Topic	Responsible Party	Discussion/Outcome
Call to order	Kent Hanson	Kent called meeting to order
1. Chairperson Selection	Kent Hanson	Kent asked for a volunteer to act as chairperson for this year. Al Shervold volunteered for position and was approved by all present.
2. Review Assessment Plans	Committee	<p>Copies of Assessment Plans were handed out for review. Discussion was held on what was considered a good plan vs. one that needed to be improved. It was decided to divide the plans between committee members to review and comment on. They will share their thoughts at next meeting. The plans were divided as follows:</p> <p>Tony: Cardiovascular Tech.; Early Childhood &amp; Paraprofessional; Radiological Tech.; Surgical Tech.; Occupational Therapy Assistant            Al: Carpentry; Automotive Service Tech.; Construction Electricity; Welding; HVAC; Plumbing            Michelle: Computer Science; Sales, Marketing &amp; Management; Administrative Support            Andy: Massage Therapy; Criminal Justice; Auto Body Collision Repair; English; Music            Avis: Practical Nursing; Farm Business Management; Cosmetology; Aviation; Architectural Tech.            Kent: Accounting; Medical Secretary; AD Nursing            Mike: Fire Tech.; Pharmacy Tech.; Respiratory Therapy; Physical Therapist Assistant            Jeff: Electronics Tech.</p> <p>Lori will forward Assessment Plans to Chad Sperling to be posted to the website under virtual office so they can be reviewed by all.</p>

3. Program Assessment Plan Format	Committee	The plan format was discussed and some changes were approved. A new category will be added under Section B - Section B2 will be added. Part I will have the following categories: Program Enrollment/Capacity/# of Students Enrolled/% Full. Lori will forward changes to Chad Sperling for updating on website under virtual office. These changes will be reviewed by the committee at the next meeting.
4. Program Surveys	Committee	Discussion was held on how survey results were used in assessment process. It was decided that employer surveys be added to the agenda of advisory committee meetings.
5. Committee Membership	Al Shervold	Al asked about membership for the year. It was decided that there should be three faculty members from each campus along with the Deans and the VP of Academic Affairs.
6. Meeting Schedule	Al Shervold	Al asked for suggestions on setting up a meeting schedule for the remainder of the year. It was decided to hold monthly meetings alternating between campuses. Thursdays at 10:00 am was suggested as a meeting day/time. Due to time constraints in this meeting, the yearly schedule will be set at the next meeting. Members are to review their calendars for the best two days and times for discussion at the next meeting.
7. Next Meeting  Agenda items:		The next meeting will be held on October 11 <sup>th</sup> at 10:00 am on the EGF campus.  Review Program Assessment form Change Program Review Liberal Arts Assessment
Adjourned		Meeting adjourned at 12:00 pm.