



**Northland Community & Technical College**  
**Assessment and Program Review**  
**October 11, 2007**  
**10:00 am-12:00 pm**  
**Room 234 – EGF campus**

Attendees: Donna Craigmile, Andy Mueller, Avis Dyrud, Mike Normandin, Al Shervold, Kent Hanson, Jeff Thomas, Beth McMahon, Dennis Wierima, reporter Renee Kringlen Absent: Wade Selvig, Michelle Thomas

Topic		Discussion/Outcome
1. Welcome-review the minutes and agenda		Approved and are posted.
2. Additions to the Agenda		Kent added NCA committee
3. Committee membership		4-EGF- Donna Craigmile, Dennis Wierima, Beth McMahon, Al Shervold, Michelle Thomas 3-TRF – Avis Dyrud, Andy Mueller, Wade Selvig Deans – Jeff Thomas & Mike Normandin Beth is replacing Tony Sorum. Dorinda Sorvig maybe coming back in the spring. Avis is going to be talking with her.
4. Assessment Plans		<b>A. Review for acceptance the change to the Word doc. From last meeting.</b>  <b>B. Discuss ideas for feedback to programs.</b> For the APR members: Come back with one good example of Program Assessment to use as an example or model for other programs to utilize when filling out their assessment. These example will then be available on the APR website as a resource Need to get feed back to faculty about what is missing or needs improvement in last years assessment The goal is to improve the process as the programs continue to work on Assessment – they will get better (and easier) with time and experience
Assessment Plans (cont)		

	<p>Discussion was held on what was considered a good assessment plan vs. one that needed to be improved. This is however the first time and they do look good but need some more information. The programs that do not have employer survey responses should have an Advisory Committee survey performed at the next meeting to provide some mechanism of feedback from employers.</p> <p>The people working on the assessments are not real sure of what they need to have and need more input.</p> <p>The exit survey is not mandatory so students are not completing.</p> <p><b>C. Ideas for improvement of the process?</b></p> <p>a. Make Employer surveys available at Advisory Committee – don't think we should require but encourage it. Plan should be discussed at advisory committee meetings.</p> <p>b. Online- touch base with Michelle as she would have a better number. Auto tally? Flexibility? Employer surveys on line is this possible and then notify programs that they are available. Do we need to do for all or just a few?</p> <p><b>D. Goals for assessment for 2007-2008 year. What can we accomplish?</b></p> <p>We need to refine our process and follow up on the assessments and give and get feed back. Develop the Liberal Arts assessment process and implement.</p> <p>June 1<sup>st</sup> is the deadline for this year's assessment again.</p> <p>.</p>
5. Program Review	Tabled till next meeting due to time.
6. Liberal Arts Assessment	<p>Plan is to approach how we did last year. Do we need to bring to Division Chairs? Similar form. Avis and Andy will try coming up with a workable form for Liberal Arts Assessment.</p> <p>Mary Jo will get the information on who was to do the Liberal Arts and e-mail to Avis and Andy. Invite Brian Huschle to the next meeting. Andy and Avis will start the modeling process for the liberal arts assessment.</p>
7. APR meeting calendar for the year	November 8, 10:00 TRF, the yearly calendar will be developed at this meeting
8. Other items	Tabled till next meeting due to time.
9. NCA Committee	
10. Adjourned	12:00 pm