



# Northland Community & Technical College

## Assessment and Program Review

**November 8, 2007**  
**10:00 am-12:00 pm**  
**Room 635 – TRF campus**

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

Topic	Discussion/Outcome
1. Welcome-review the minutes and agenda	Minutes of October 11 approved with the one spelling correction. Will be posted to virtual office.
2. Additions to the Agenda	Kent added HLC committee.
3. Program Review	<p>Deans will send out a formal request to the directors of the Construction Electricity, RN, Sales/Marketing, and OCA programs requesting program assessment and program review plans.</p> <p>LPN program review may be postponed due to Director Dorinda Sorvig being on sabbatical leave fall semester. Jeff will visit with Dorinda to determine if there is a need to postpone program review.</p> <p>Kent will put together program data analysis criteria for next meeting.</p> <p>Lab utilization to be included in program reviews.</p> <p>Program Reviews – 5 year rotation.</p> <p>Program reviews due to Deans March 31, 2008.</p>
4. APR committee meeting schedule	<p><b>Next meeting set for Thursday, December 13 at EGF from 10:00 a.m. to 12:00 p.m. (Shared Governance Meeting in afternoon.)</b></p> <p><b>Wednesday, January 23, 2008 tentatively set from 3:00 p.m. to 5:00 p.m. either at TRF or polycom.</b></p>

5. Liberal Arts Assessment	<p>Andy and Avis have been working on the English Department assessment plan which will be used as a sample for other liberal arts programs. Other liberal arts programs currently working on assessment plans are Art and History.</p> <p>AI asked Deans to gather and bring with them to next meeting all program assessment data</p> <p>Brian shared with the committee his D2L survey portfolio used in Philosophy assessment - "Pre/Post Test". Committee reviewed Program Learner Outcomes.</p> <p>All assessment plans are on virtual office.</p> <p>Program Division Chairs from both campuses need to work together to come up with one document.</p>
6. Review model Program Assessments	<p>Committee reviewed 3 examples of program assessment plans: Surgical Technology, Marketing, and Administrative Support</p> <p>Graduation rate discussed. Completion of program recognized by MnSCU. Some students leave prior to completion of programs (i.e. Welding students omit liberal arts courses because they land job as welder, meeting their personal goal.)</p>
7. APR website document changes	<p>A. Exit Survey discussion – Bring with to December meeting. AI suggested last class be used for student exit survey.</p> <p>B. Employer Survey online pilot – AI will talk with Chad to see if he can research approximately 5 survey sites, and possibly get a test-run going for spring semester. AI will work with Susy Dowers to put together packets to mail out to employers who do not have an on-line web site. Cards will be mailed out to employers who have Internet access. The Welding program will be the trial run of employer surveys.</p> <p>C. Website Clutter – Need organization of program assessment information, etc. out on virtual office.</p>
8. HLC Committee	<p>Kent shared what he would like the structure of the committee to be: three from APRC committee (Andy, AI, Beth), two from AASC, two from Shared Governance, to include a couple of faculty from each campus.</p>
9. Adjourned	12:00 noon