



Northland Community & Technical College
Minutes
Assessment and Program Review Committee
December 13, 2007
10:00 am-12:00 pm
Polycom

Attendees: TRF: Avis Dyrud, Jeff Thomas, Wade Selvig EGF: Andy Mueller, Mike Normandin, Al Shervold, Kent Hanson, Michelle Thomas, Beth McMahon

Topic	Discussion/Outcome
1. Welcome-review the minutes and agenda	Minutes of November 8 th approved with minor changes. Will edit and posted to virtual office.
2. Additions to the Agenda	English Dept. Outcomes measurement data to be presented and discussed, and added discussion about possible improvements to the assessment document
3. Program Review	The committee reviewed some suggested changes of the Program Review document in language that addresses program efficiencies and effectiveness and changes to the data used in the "Program Performance Indicators" area of the document. There is general agreement with the change and further discussion on this at the next APR meeting.
4. APR committee meeting schedule	The next meeting is Wednesday, January 23, 2008 tentatively set from 3:00 p.m. to 5:00 p.m. polycom. Future dates will be decided at that meeting
5. Liberal Arts Assessment	<p>Jeff and Mike reported that there continues to be progress throughout the Liberal Arts Dept to develop the Assessment process</p> <p>Avis presented info that was developed by the English Department for student outcomes measurement in their area. There was consensus that the process appears to be very good, the challenge now is to develop meaningful targets and feed the data into the Program Assessment Plan</p> <p>Avis may coordinate the sharing of this outcomes measurement data in a presentation at the January in-service pending the setting of that events agenda</p>

6. Program Assessments	<p>Beth brought suggestion on how to improve the Assessment Form by making some changes to the columns and also including a data sheet that may help in completing the assessment. She will try bring some examples to the next meeting</p> <p>Michelle suggested the college consider using an online survey vendor for the process – Kent will explore that possibility</p> <p>Jeff suggested that we move to an online form that is filled out online as opposed to the current system where it is downloaded to the faculty's computer. There was agreement to try move in that direction</p>
7. APR website document changes	<p>Al suggested that the committee review the Assessment website and try to improve it with the following goal on mind: To make the site a usable, effective resource for program faculty to use in completing the program assessment without confusion – Al and Andy will work together to evaluate the items on the site and organize it in a more usable way</p>
8. Adjourned	Approx 11:00 am