



# Northland Community & Technical College

## Minutes

### Assessment and Program Review Committee

**March 24, 2008**  
**8:00 am-10:00 am**  
**Polycom**

Attendees: Avis D., Norma K. , Wade S., Andy M., Mike N., Al S., Kent H., Kit B., Beth M., Cassi H. (guest)

Topic	Discussion/Outcome
1. Welcome-review the minutes and agenda	Minutes of Feb 7 <sup>th</sup> 2008 approved with minor change. Will edit and posted to virtual office. We also moved Program Review to the end of the meeting agenda so the committee could review the progress n OTA Program Review – Cassi H. OTA program, attended the meeting at 9:15 am to participate
2. Program Assessment	Lib Arts - Norma, Andy and Avis. - Lib Arts Assessment documents were presented that better address the needs for Lib Arts programs. English Dept will test drive this document. There was also discussion to develop a brief set of instructions for assessing the different disciplines  LA and Tech - Kent and Beth will work on form revisions to see if they can modify them to be easier to use. They will be shared at the next meeting.  Al S. continues to wok on online employer survey for Welding.
3. Program Review	OTA shared there progress so far in the Program Review process, this discussion has uncovered some problems and pitfalls with the current system and document – there have been changes to the document that were not available when OTA started the process that will address some of the issues, other work to improve is ongoing.
4. APR committee meeting schedule	<b>The next and last meeting for the semester is Thursday April 24<sup>th</sup> 3 – 5 pm Polycom.</b>
5. APR website document changes	Andy and Al reviewed the website and identified several changes involving primarily the archiving of some documents that are not used. Al will follow up with Chad S. (webmaster) to implement the changes. Additionally modifications to existing documents will be posted also
6. Adjourned	