



# Northland Community & Technical College

## Minutes

### Assessment and Program Review Committee

**April 24, 2008**  
**3:00 – 5:00 pm**  
**POLYCOM**

Attendees: Avis D., Wade S., Andy M., Al S., Beth M., Michelle T.

| Topic   | Discussion/Outcome  |
|---|---|
| 1. Welcome-review the minutes and agenda                    | Minutes of Mar 24 <sup>th</sup> approved.   |
| 2. Program Assessment                                       | Employer Surveys – Beth as accepted an assignment to work on the process and develop online surveys. An online product (Zoomerang) has been purchased to accomplish the online component. Some programs will pilot online approach, others the paper system.<br>Beth also worked with Kent on modifying the Assessment forms for use by programs. There is now a separate Lib Arts form and Career Program form. These will be posted to the website for use<br>Al will email Mike and Norma updated Lib Arts forms to use in this years assessment |
| 3. Program Review   | Al and Kent worked on modifying the Program Review Plan document in an effort to make it easier to use and provide better directions on how to complete the Program Review Process  |
| Other Discussion or issue for consideration                 | Benchmarking, Employer Surveys for programs where grads are primarily self employed, Employer Surveys for LA where applicable or possible, transfer students data   |
| 4. APR committee meeting schedule and next year goals       | <b>The next will be scheduled at the August in-service, membership will be also reviewed at that time.</b><br>The APR committee will have a focused effort to contribute to the NCA report<br>The APR committee will meet to organize and review the website during the August in-service   |
| 5. APR website document changes to be completed this summer | There have been several revisions or new forms that have been developed throughout the year. Al will work through the summer to update all the new or revised documents as well as make changes to the website for improvement. There are 4 new forms or revisions, they are: Lib Arts Assessment form, Career Program Assessment form, Lib Arts Assessment Matrix, and an extensive revision to the Program Review Form.   |
| 6. Adjourned  |   |