Assessment & Program Review Committee Meeting Agenda & Minutes - 10/31/12

3:00 PM - 4:00 PM, Oct. 31, 2012 | Location: Polycom: EGF, Rm 301; TRF, Rm 662

Meeting Objectives
- ILO Assessment
- Common Course Outline Statements

Agenda

1. Approve Minutes
2. Last Meeting Follow-up
   a. Program Review
      i. Form updated & Launch meetings held?

Brian stated he had meetings and got the correct form to EGF faculty with earlier deadlines set by the committee. (Construction Electricity, Physical Therapist Assisting, Nursing (RN), Massage Therapy, Sales Marketing, OTA). Everyone has the right form and should address questions there were.

   b. ILO Assessment
      i. Review data from Inservice Worksheet

Beth sent the list to APR committee 10/31/12.

There are programs that did not submit a plan.

Some programs submitted incorrect information. Some descriptions in Global and Civic Responsibility will need to be reworded to better describe the measure.

      ii. Applied Technology Rubric Revision update

Main issue...faculty stated that they did not have internet based assignments.

Changes Made:

Title Change from <u>Applied and Information Technology</u> to <u>Information and Applied Technology.</u> Brian will bring to AASC for approval.

Language Change: minimal changes were made

Committee agreed to use it with the proposed changes. Will need to be sent to faculty.

3. New Business
   a. Tracking ILO Outcomes as they tie to courses at NCTC
      i. Do we want ILOs listed on CCOs (currently they are)? Are we tracking ILOs in APR for assessment independently of the CCOs?
         1. Do we think (i) and (ii) align?
         2. If they do not align, what is our official stance on which is correct?
         3. What is our official stance on how they are tracked and that information

b. ILO Assessment - 2013-2014
   i. New rubric: Professional Development (view sample from Rochester?)
4. Any Other Business
Brian added to the AASC meeting agenda:
5. Next Meeting

Attendees

Andy Mueller, Beth McMahon, Brian Huschle, Cassie Hilts, Jim Jesme, Jim Retka, Jeff Bell, Peggy Rogers, Steve Crittenden, Tishara Melcher, Jodi Stassen, Brian Suckow, Jim Jesme
Not present: Cassie Hilts, Jim Jesme, Brian Suckow

Note-taker

Mary Jo Bydal

Minutes

New Business -

Do we want ILOs listed on CCOs (currently they are)? What is the value? Key courses need to be identified where ILO's occur for all 5. How do we identify it? Model 1: identify ILO; Model 2: have ILO built into learner outcomes for the course; Model 3: Both Model 1 & 2. Other possibility is don't do anything for common course outlines, but track through assessment.
The committee recommends Model 3.

Action Items

- …
- …

Future Meeting Agenda Items

- Personal Development Rubric
- Program Assessment Form
- Program Assessment Results
- Update APR site

Meeting Schedule 2012-2013

Distance Ed. Committee – all at 3:00 PM (mostly Wednesdays/ one Tuesday)
  - *Wednesday, 9/19/12*
  - *Wednesday, 10/31/12*
  - *Wednesday, 11/28/12*
  - *Tuesday, 12/18/12*
  - *Wednesday, 1/30/13*
  - *Wednesday, 2/27/13*
  - *Wednesday, 3/20/13*
  - *Wednesday, 4/24/13*