



## **ASSESSMENT & PROGRAM REVIEW COMMITTEE MEETING AGENDA & MINUTES - 11/28/12**

3:00 PM - 4:00 PM, Nov. 28, 2012 | Location: Polycom: EGF, Rm 301; TRF, Rm 662

### **Meeting Main Topics**

- ILO Assessment
- Common Course Outline Statements

## **Agenda**

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1. Approve Minutes
2. Last Meeting Follow-up
  - a. ILO Assessment

- i. Review data from Inservice Worksheet

Brian H will bring this to the division chair meeting 11/29/12 to discuss appropriateness of projects identified to access. Brian will follow-up with programs college wide by an email. Brian will communicate with Steve Crittenden and Jim Retka regarding working closely with their faculty on the ILO assessments.

- ii. Applied Technology Rubric Revision update

Mary Jo will follow-up with Chad Sperling or Karleen Delorme to update the AASC approved title change of the applied technology ILO. Jeff Bell will update the list of liberal arts courses to be assessed in Applied Technology and Global & Civic ILO's.

- b. Tracking ILO Outcomes as they tie to courses at NCTC

AASC discussed APR recommendation. After further discussion, APR recommends this and will bring to AASC at the next meeting...

APR Recommendations for ILO identification on CCOs

- Take "ILO-" off of the front of objectives on CCOs.
- Place ILO# in parenthetical at the beginning of the Course Description. (Same model as used for MnTC currently.)
- Revise CCOs through CCO review to reflect that ILOs are met in courses with appropriately written (i.e., measurable) objectives.
- There should be no more than two ILOs identified and assessed in any course. One ILO in a course is preferred.
- This is for all courses of 3 credits or more in length. Shorter courses (1-2 credits) may include an ILO, but are not required to have an ILO.

NOTES

- Assessment of ILOs by APR will be done through a sampling of courses. (Not all courses per outcome are assessed.)
- The review of courses and changes in the CCOs to meet the above recommendations can be part of the broader review of courses that AASC has recognized the need to do. The review should take place during the Spring semester (2013).
- Part of the intent here is to not have Staff make changes to the ILOs on all the CCOs and then turn around and make more changes to objectives on ILOs in a separate process.

### 3. New Business

#### a. Program Assessment

Continue with current process and list.

#### b. ILO Assessment - 2013-2014

##### i. New rubric: (view sample from Rochester?)

The following faculty will work on the new rubric for the 5th ILO, Personal Development. They are: Peggy Rogers (lead), Jodi Stassen, Brian Suckow, and Andy Mueller)

### 4. Any Other Business

### 5. Next Meeting

## Attendees

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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

Absent: Jim Jesme, Jim Retka, Steve Crittenden, Tishara Melcher

## Note-taker

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Mary Jo Bydal

## Minutes

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See above...under Agenda item

## Action Items

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## Future Meeting Agenda Items

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- Program Assessment Form
- Program Assessment Results
- Update APR site

# Meeting Schedule 2012-2013

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*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