



Assessment & Program Review Committee Meeting Agenda & Minutes - 3/20/13

3:00 PM - 4:00 PM, Mar. 20, 2013 | Location: Polycom: EGF, Rm 301; TRF, Rm 662

Meeting Main Topics

- ILO Assessment
- Program Review

Agenda

1. Approve Minutes
2. Last Meeting Follow-up
 - a. ILO Assessment - 2012-2013
 - i. Plan for remainder of spring
 - b. Tracking ILO Outcomes as they tie to courses at NCTC - update from work with AASC/APR task group
 - i. Survey: [ILO - College Course Alignment Survey](#)
3. ILO Assessment - 2013-2014
 - a. Rubric review: Communication Skills
 - b. New Rubric: Personal Development
4. Program Review - Draft Report status
5. New Business
 - a. Program Assessment Policy review - if time
6. Any Other Business
7. Next Meeting: 4/24/13 (last meeting of year)

Attendees

Beth McMahon, Brian Huschle, Cassie Hilts, Jeff Bell, Peggy Rogers, Steve Crittenden, Jodi Stassen, Jim Retka, Brian Suckow, Karl Ohrn

Note-taker

Karl Ohrn

Minutes

1. Approve Minutes

2 Last Meeting Follow-up

a. ILO Assessment - 2012-2013

i. Plan for remainder of spring

Ask people to submit raw data, rubric forms, etc. Use work-study students to input data. Deliver input to Karl's mailbox at each campus. Due date will be 15 April. If that doesn't work, instructors should make arrangements with their Deans for extensions. Program assessment plans are due May 15. Steve will provide employer survey data. Discussion program assessment forms. Karl, Jim, and Curtis don't have access; Brian will send email to Karleen for access.

b. Tracking ILO Outcomes as they tie to courses at NCTC - update from work with AASC/APR task group

i. Survey: [ILO - College Course Alignment Survey](#)

Small group met; outcome of meeting was to conduct a survey. Have every faculty member complete the survey and decide which LO goes with each class they teach. This is a first step to get faculty engaged in this process. One ILO per course will be the standard at NCTC. Survey is set-up so that only one ILO can be selected per course. Every instructor should complete survey including each course they teach. There will be a strong administration "push" to ensure the survey is completed. Timeline for survey--completion by Wed, 3 April. The week of 1 April we will be following-up with those faculty who haven't completed the survey. I, Karl will send out an email reminder the week of April 1st. Beth will share survey results with Karl. Karl will visit those faculty members who have not completed the survey and will encourage them to do so. Karl will enlist division chairs in ensuring compliance.

3. ILO Assessment - 2013-2014

c. Rubric review: Communication Skills

d. New Rubric: Personal Development

After we receive survey results, we will review the above rubrics.

4. Program Review - Draft Report status

5. New Business

e. Program Assessment Policy review - if time

Policy 3080. Is there anything that needs to be changed or clarified? Looks good--done!

6. Any Other Business

Brian will send emails on: survey, ILO assessments, annual program assessment with May 15 deadline. Should we revise the two forms? Add a row, ask, "Is there a significant change from last year?" If no, no further explanation is necessary; if yes, please add comment to explain. Add column between "findings" and "action to be taken." (Brian)

Jodi--Where is annual program review going? Brian--They all go to discussion format. Faculty can see it and also everyone else in an instructor role.

7. Next Meeting: 4/24/13 (last meeting of year)

Action Items

- ...
- ...

Future Meeting Agenda Items

- Program Assessment Form
- Program Assessment Results

Meeting Schedule 2012-2013

Assessment & Program Review 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