



Assessment & Program Review Committee Meeting Agenda & Minutes - 5/8/13

3:00 PM - 4:00 PM, May 8, 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 results
 - b. Tracking ILO Outcomes as they tie to courses at NCTC
 - i. Survey results
 - ii. Report from sub-group
3. ILO Assessment - 2013-2014
 - a. Rubric review: Communication Skills
 - b. New Rubric: Personal Development
4. Program Review
5. New Business
 - a. Fall Inservice Planning
6. Any Other Business
7. Next Meeting: Fall

Attendees

Beth McMahon, Andy Mueller, Brian Huschle, Steve Crittenden, Jeff Bell, Peggy Rogers, Jodi Stassen, Brian Suckow, Karl Ohrn

Note-taker

Karl Ohrn

Minutes

1. Approve Minutes
2. Last Meeting Follow-up
 - a. ILO Assessment - 2012-2013 results

There are still a few extensions out there on ILO assessments. What is our process going to be this year for ILO assessments? Same process as last year? Do we want one score for each rubric? That's what we did last year. Jeff will work with Karl this summer to understand the process for coming up with the scores for each rubrics.
 - b. Tracking ILO Outcomes as they tie to courses at NCTC
 - i. Survey results

Survey was to be completed by ALL faculty. Instructors were to identify one ILO for each course taught. Still some confusion among staff on who should complete and on which courses.
 - ii. Report from sub-group

Sub-group met earlier today. Data from survey will be used to develop a curriculum map showing all ILOs. At the fall in-service, instructors will view/verify curriculum map and ILOs for their programs. Faculty will look at CCOs for each course. Group discussed having 1 or 2 ILOs per course, but not more than 2. May have to balance some ILOs in various programs. Results of this process will need to go to AASC for approval. ILOs should be embedded in CCOs. Some people are struggling with which ILO applies; maybe we need to require fewer ILOs per program. Two basic options: stay with existing structure and communicating more frequently or, 2) lower number of ILOs required, i.e., 3 for 45 and under, etc. Discussion ensued as to which rubrics should be required. Maybe we should leave it up to programs to decide? Critical thinking, communication and Information and Applied Technology? Will a transition plan be needed for those programs that have already selected their ILOs (if we are only requiring 3)? It was decided that we will go with the following plan: programs of 20-45 credits will assess a total of 3 outcomes--#1, #2, and choice of a third; programs of 46-59 credits will assess a total of 4 outcomes--#1, #2, and choice of two more; all degrees and diplomas of 60 credits or more will assess all five outcomes. For Fy 14 we will assess ILOs #5 and #1.
3. ILO Assessment - 2013-2014
 - a. Rubric review: Communication Skills
 - b. New Rubric: Personal Development

Haven't finished; how to get it done? Jody, Peggy, and Brian S. worked on this. What is the status on this? Should we get a group of people to look at it to see if it will work? Many of the health programs might find it a good fit. Pull data from spreadsheet and

- send to people who identified it for their programs? Peggy volunteered to work on this.
4. Program Review
Brian has reviewed a few programs and they look good. Can we review process and the form this fall for possible changes? May be more of a process issue than a "form" issue. Need to focus energy on process of review.
 5. New Business
 - a. Fall Inservice Planning
No meetings this summer, but we will have to plan for fall in-service. Who is presenting in August? Can do some work over the summer via email.
 6. Any Other Business
Will we have same membership next year?
 7. Next Meeting: Fall
Discussion ensued regarding the best time to conduct meetings next year and also which administrators should attend. Will take up again in the fall.

Action Items

- ...Jeff work with Karl over the next few months on ILO assessment and how to come up with overall ratings.
- ...Karl develop a "curriculum map" with courses and their ILOs.
- Prepare for fall in-service.

Future Meeting Agenda Items

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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