



Assessment & Program Review Committee Meeting Agenda & Minutes - 10/29/13

3:00 PM - 4:30 PM, October 29, 2013 | Location: Polycom: EGF, Rm 301; TRF, Rm 662

Meeting Main Topics

- Set committee direction for year
- Launch Program Assessment, Program Review & ILO Assessment for this year

Agenda

1. Approve Minutes
2. Committee Structure, Purpose, & Work plan for year (Carey Castle)
3. Assessment website maintenance (Beth McMahon)
 - a. D2L site updates
 - b. College website - needs updates/ revision
4. Program Review: 2013 - 2014 (Brian Huschle & Karl Ohrn)
 - a. Review/update list of programs
 - b. Determine submission deadline, etc.
5. Program Assessment: 2013 - 2014 (Beth McMahon)
 - a. Reminder & submission deadline
6. ILO Assessment: 2013-2014
 - a. Determine list of courses to assess
 - b. Determine gaps from data submitted at inservice
 - c. Update on progress made to update CCO with ILO info
 - d. Rubrics:
 - i. Communication Skills
 - ii. New Rubric: Personal Development
7. Any Other Business
8. Next Meeting: November 19, 3 PM, Location TBA

Attendees

Carey Castle, Beth McMahon, Brian Huschle, Peggy Rogers, Jodi Stassen, Cassie Hilts, Brian Suckow, Andrew Dahlen, Andy Mueller, Karl Ohrn

Note-taker

Minutes

1. Approve Minutes
2. Last Meeting Follow-up

We began the meeting with item 3 on the agenda. Some of the information in D2L APR site and on the Northland website under "Assessment/Quality" is outdated or inaccurate. A sub-committee was formed to review these websites and make updates where necessary; subcommittee members are Karl Ohrn, Brian Huschle, and Brian Suckow (?).

Item #4, Program Review.

There was discussion on what programs to review for 2013-2014. Karl provided a spreadsheet with information gleaned from D2L. Some programs were identified as not having any program reviews documented in D2L; it was later discovered that some of the missing documents may be on the website under "Assessment/Quality". The subcommittee will find missing reports if they are there during their review. They will also track down missing reports or determine whether on not scheduled program reviews were completed.

Programs for review this year (2013-2014) are: Business A.S., CVOP, Architectural Tech, Cardiovascular Tech, Farm Operations Management, HVAC, all Practical Nursing programs, and Respiratory Therapy. Submission deadlines for program assessments will be February 28th for rough drafts and April 15th for the final reports. Carey will review all reports and provide feedback. He will also review last year's reports and provide feedback since that was not done following the 2012-2013 academic year.

Deans will meet with program directors of the programs completing program reviews this year to explain the process and expectations.

Item #5, Program Assessment.

The program assessment form has been updated and is now loaded in D2L. The due date for submission of annual program assessments is June 1st, 2014. An email will be sent to remind faculty.

Item #2, Committee Structure, Purpose, and Work Plan for the year

Carey gave his philosophy on the program review process. He stated the importance of the 5-yr program review cycle for continuous improvement of our academic programs. He will observe the processes in place this year and provide feedback to the committee. The group will determine the way forward on how to improve the process.

Item #6, ILO Assessment.

The Communication Skills and personal Development ILOs will be assessed this year. The committee needs to identify courses to be assessed for these ILOs. Due to time, the committee didn't determine specifically which courses would be assessed. The new Personal Development rubric was completed last spring; Jodi emailed it out to the committee

members.

Action Items

- Identify courses for ILO assessment; look at courses identified in August in-service.

Future Meeting Agenda Items

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Meeting Schedule 2013-2014

Assessment & Program Review Committee – all at 3:00 PM

<i>Day</i>	<i>Date</i>	<i>Time</i>
<i>Tuesday</i>	<i>Oct. 29</i>	<i>3-4:30</i>
<i>Tuesday</i>	<i>Nov. 19</i>	<i>3-4:30</i>
<i>Tuesday</i>	<i>Dec. 17</i>	<i>3-4:30</i>
<i>Wednesday</i>	<i>Jan. 22</i>	<i>3-4:30</i>
<i>Wednesday</i>	<i>Feb. 19</i>	<i>3-4:30</i>
<i>Wednesday</i>	<i>Mar. 19</i>	<i>3-4:30</i>
<i>Wednesday</i>	<i>Apr. 16</i>	<i>3-4:30</i>
<i>Thursday</i>	<i>May 8</i>	<i>3-4:30</i>