



Assessment & Program Review Committee Meeting Agenda & Minutes - 11/19/13

3:00 PM - 4:30 PM, November 19, 2013 | Location: Polycom: EGF, Rm 301; TRF, Rm 662

Meeting Main Topics

- ILO Assessment for this year

Agenda

1. Approve Minutes
2. Assessment website maintenance
 - a. D2L site - edits?
 - b. College website - needs updates/ revision (Report from sub-group)
3. Program Review: 2013 - 2014 (Brian Huschle & Karl Ohrn)
 - a. Progress Report
4. Program Assessment: 2013 - 2014
 - a. Progress Report
5. ILO Assessment: 2013-2014
 - a. Determine list of courses to assess
 - b. Update on progress made to update CCO with ILO info
 - c. Rubrics:
 - i. New Rubric: Personal Development
6. Any Other Business
7. Next Meeting: December 17, 3 PM, Location: Polycom

Attendees

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

Note-taker

Karl Ohrn

Minutes

1. Approve Minutes
Approved, no corrections needed
2. Assessment website maintenance
 - a. D2L site - edits?
Sub-group will be formed to look at utilization of D2L site for APR committee (possibly Jodi, Brian, Beth)
 - b. College website - needs updates/ revision (Report from sub-group)
Sub-group of Brian S., Brian H., and Karl will meet to review assessment/quality website
3. Program Review: 2013 - 2014 (Brian Huschle & Karl Ohrn)
 - c. Progress Report
Each program due for review has a scheduled meeting arranged with their Dean to make sure the process has started for the year.
4. Program Assessment: 2013 - 2014
 - d. Progress Report
A reminder needs to be sent out to all faculty that the program assessment needs to be done yearly. The form is due each year by June 1. Carey will send an email reminder to all faculty.
5. ILO Assessment: 2013-2014
 - e. Determine list of courses to assess
This year it is #5 Personal Development and #1 communication
For ILO #1 Communication, the Liberal Arts courses currently identified are:
 - * Comp I
 - * Speech
For ILO #5 Personal Development
 - * Interpersonal Communication
 - * Nutrition
 - * Creative Writing
 - * Mass Communications
 - * Developmental Psych
 - * Sex, Gender & Society
 - * Intimacy, Family & Diversity
TO DO:
 - * Get LA list
 - * Get info out to the technical programs. If they do not have one of the LA courses from the spreadsheet as a program requirement - - they then need to assess that ILO at some point during this academic year utilizing the approved rubrics.
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 - f. Update on progress made to update CCO with ILO info
 - g. Rubrics:
 - i. New Rubric: Personal Development
6. Any Other Business
7. Next Meeting: December 17, 3 PM, Location: Polycom

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>