



Assessment & Program Review Committee Meeting Agenda & Minutes - 12/17/13

3:00 PM - 4:30 PM, December 17, 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. College website - needs updates/ revision (Report from sub-group)
 - b. D2L Site Maintenance/ 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
6. Any Other Business
7. Next Meeting: January 22, 2014, 3 PM, Location: Polycom

Attendees

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

Note-taker

Karl Ohrn

Minutes

1. Minutes approved. Beth requested that Karl send meeting minutes to all committee members at

least a week in advance of the next meeting. This will serve to remind committee members of assigned tasks and allow timely approval of minutes at the next meeting.

2. Assessment Website Maintenance.

2a. No report. Tabled until next meeting.

2b. No report. Brian, Jodi, and Beth will get together to work this. There was a loss of reports in D2L; should program resubmit 5-year Program Review Reports? We need to build an archival program for these documents. Focus on reports since the last HLC visit until present.

3. Program Review (5-year)

The following programs will complete the 5-year Program Review this year: Architecture, Business, Cardiovascular, CVOP, Farm Operations & Management, HVAC, Practical Nursing, and Respiratory Therapy. Initial meetings have been conducted with all program directors involved with the exception of Business, CVOP, and Practical Nursing.

4. Annual Program Assessment.

Carey will send an email to all programs reminding them of the annual program assessment requirement. These are due in May at the end of the spring semester.

5. ILO Assessment.

Four Liberal Arts courses were identified to assess ILO #1, Communication Skills. They are:

ENGL 1111, Composition I

SPCH 1101, Intro to Public Speaking

SPCH 1111, Small Group Communication

Liberal Arts Courses identified to assess ILO #5, Personal Development, are:

BIOL 2131, Nutrition

ENGL 2203, Creative Writing

JOUR 1101, Mass Communications

PHIL 2240, Ethics and Business

PSYC 2201, Developmental Psychology

SOCI 2212, Sex, Gender & Society

SOCI 2220, Intimacy, Family & Diversity

Division Chairs will let Program Directors know that if their students don't complete one of these courses in each area, they will have to assess these ILOs with courses from their programs.

Added: Time during January In-service--Should we address ILO assessment at this time, or will it become confused with completion of CCO revisions? Following discussion, the decision was made to send an email to all instructors with instructions on ILO assessment for the year. This email will come from Carey.

Action Items

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- Karl--send meeting minutes to committee members at least one week prior to the next

E-learning committee meeting.

- Subcommittees under item #2 above, provide report for next meeting (2a; Brian H., Brian S., Karl); (2b; Brian, Jodi, Beth).
- Carey-- send email to all programs reminding them of the annual program assessments
- Communicate ILO assessment information to Division Chairs and Program Directors
- Carey--send draft email with ILO assessment instructions to all APR Committee members for review within the next few days; send out final email by end of week

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>