



## **Assessment & Program Review Committee Meeting Agenda & Minutes - 3/19/14**

3:00 PM - 4:30 PM, March 19, 2014 | Location: Polycom: EGF, Rm 301; TRF, Rm 662

### **Agenda**

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1. Review/ Approve Minutes
2. Reminders: Dates, information & submission processes for Program Assessment, ILO Assessment, and Program Review
3. Sub-committee reports
  - Brian, Brian & Karl: Updating the assessment info on the NCTC web pages
  - Brian, Jodi & Beth: Updating the D2L APR site and plan for archiving data
4. Program Review – discuss possible revisions to plan/process/template
  - Inclusion of program curriculum map with alignment of ILO, PLO & CLO information
  - Program Assessment Plans and relationship to Program Review Process
5. Liberal Arts Program Review and Assessment
6. Next Meeting: April 16, 3:00 PM

### **Attendees**

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

### **Note-taker**

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Karl Ohrn

### **Minutes**

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1. Minutes from the last meeting were approved.
2. Submission dates for **program assessment, program review, and ILO assessment:** Dates

for **program review** are set; final reports are due April 15th. Draft program review reports were due 28 February. Draft reports have been received from Architecture, Cardiovascular, Respiratory, and HVAC. Farm Ops Management, Business, Practical Nursing and CVOP are working on their reports but haven't turned in a draft yet. Deans will review draft reports and provide feedback to programs. CAO will review final submissions. Final reports will go into Dropbox; this is a different procedure from previous years.

**Annual program assessments** are due at the end of the semester unless special arrangements are made with the supervising Dean. An email reminder will be sent to faculty that these are coming due. This email should come from the CAO.

**ILO Assessment:** This process will continue for this year with assessment of ILOs #1 (Communication Skills) and #5 (Personal Development). Faculty should submit completed rubrics to Academic Coordinator. After this year we will have assessed all five ILOs. An email needs to go out as a reminder to faculty. This email should come from the CAO.

### **3. Subcommittee Reports:**

**Assessment/Quality Website:** Information has been removed from this website and archived on the "test" website as decided earlier.

**D2L APR Site (archiving data):** We will create specific folders rather than using the discussion board. Data can then be archived regularly. Since Dropbox allows for discussion comments, use of the discussion board in D2L is no longer necessary.

Several past program assessment reports and program review reports have been lost from D2L. In an effort to "re-capture" this lost data, an email will be sent to program directors in the hope that they have saved copies of these past reports. We will ask program directors to re-submit past reports to Dropbox. We will use the same deadline as for current annual assessments (end of term). All reports since the last HLC visit should be re-submitted. Since most people keep past reports, the hope is they can be recovered and archived.

**4. Program Review Possible Revisions:** There was discussion that review of the 5-yr Program Review template would be a good summer project. Once revisions are complete, implementation of the new template can then be one of the first APR agenda items for the fall.

**5. Liberal Arts Program Review and Assessment:** In the past, each discipline completed annual assessments. When we moved to ILO assessment, ILO assessments supposedly took the place of the annual program assessments in Liberal Arts. The concern is that Liberal Arts are not doing much with assessment and that technical programs are doing most of the assessment work. It was discussed to have Division Chairs complete assessments of Liberal Arts programs this fall using the current program review template. The template will be used as a guide; as they work through the process, they can suggest changes to the template to fit Liberal Arts programs. All agreed this was a good idea and that we should pursue it in the fall.

**6. Meeting Adjourned.** Next meeting will take place April 16th.

## **Action Items**

Send email reminder for programs to complete annual program assessments (CAO). Brian can help Carey with crafting the email since he did it last year.

Send email reminder for ILO assessment (CAO). Karl will help Carey with crafting an email. An initial email regarding this was sent 22 Jan.

Send email to program directors asking them to submit past program assessment reports and 5-yr program reviews to Dropbox for archival purposes.

Summer project--Review of 5-yr Program Review template (Brian and Jodi).

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## Future Meeting Agenda Items

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- Program Review, Annual Assessments, and ILO Assessment follow-up
- Archiving past assessment reports (follow-up)

## Meeting Schedule 2013-2014

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*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>