



**Assessment & Program Review Committee**  
**Meeting Agenda & Minutes - 5/08/14**

3:00 PM - 4:30 PM, May 8, 2014 | Location: Polycom: EGF, Rm 301; TRF, Rm 662

## Agenda

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1. Review/Approve Minutes
2. Discuss committee mission, scope and purpose for next year and beyond.
  - a. Outline for next year including due dates
3. Meeting schedule for next year
4. Other

## Attendees

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

## Note-taker

Karl Ohrn

## Minutes

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1. Minutes from the last meeting were approved.
2. SCOPE OF COMMITTEE FOR NEXT YEAR: There was much discussion on what program review and program assessment should look like. Those programs that do accreditation reports/requirements throughout the year should include that information in with the college's assessment to reduce or eliminate repetitive work. Five-year program reviews are an in-depth look at the program, whereas annual assessments are less in-depth.

What outcomes do we want from a program review? Is the intent of our 5-year program review to be an in-depth review or entire overhaul (start from scratch) of the program? Program reviews

should be meaningful, measurable, etc. A one-size fits all approach may not work for all programs. An action plan is important following a program review, otherwise nothing is done based on the outcomes of the report.

Program assessment is an annual process that identifies specific things a program is doing which should be incorporated into the 5-yr program review. Assessment for us is focused on student learning at the program-level (PLOs). Should assessment of ILOs be somehow incorporated into the annual program assessments? The annual program assessments are one part of the overall assessment process that seems to be working effectively; therefore, it may not be a good idea to include the ILO assessment here.

One of our objectives for the fall should be to determine the purpose for each of these pieces and communicate that to the faculty. Brian and Jodi are planning to will work on curriculum mapping this summer as a special project. Brian, Karl, and a few others will review the program sustainability process this summer as well. All these pieces are tied together. Many faculty don't see the need for assessment of the ILOs. We (APR Cmte) must be able to sell them on the importance/meaningfulness of ILO assessment and why it is important to our students.

## Action Items

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- Brian and Jodi work on curriculum mapping this summer
  - Brian, Karl, Curtis Z. and Andrew D. work on improving the Program Sustainability process this summer

## Future Meeting Agenda Items

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- Develop meeting schedule for 2014-2015 academic year
  - Coordination of ILO assessment, annual program assessment, and program review processes going forward
  - Results of curriculum mapping project
  - Results of program sustainability process improvement
  - ILO Assessment process for 2014-2015
  - Results/discussion of 2014 annual program assessments and 5-year program reviews (completed spring 2014)
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