NORTHLAND
COMMUNITY & TECHNICAL COLLEGE

Assessment & Program Review Committee
Meeting Agenda & Minutes - 11/25/2014
3:00 PM - 4:00 PM, Location: Polycom; EGF 292; TRF 662

Agenda

1) Approve Minutes
2) Committee Structure, Purpose, & Work plan for year (Carey Castle)
3) Program Review: 2014-2015 (Brian Huschle & Karl Ohrn)
    a. Review
    b. Review/update list of programs -
    c. Determine submission deadline, etc.
4) Program Assessment: 2014-2015
    a. Reminder & submission deadline
5) Sustainability Report Update
6) ILO Assessment: 2014-2015
    a. Determine list of courses to assess
    b. Rubrics:
        i. Critical Thinking
        ii. Information & Applied Technology
7) Liberal Arts Program Review
8) Assessment website maintenance (Peggy Rogers)
    a. D2L site updates
    b. College website
9) Any Other Business
    Next Meeting: Date and Location TBA

Attendees

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

Note-taker

Karl Ohrn

Minutes

1) Minutes were approved from previous meeting, May 8th, 2014.

2) Committee Structure, Purpose, & Work plan for this year

>   APR Committee will:
>   - Revise the 5-year program review document
>   - Set calendar for 5-yr program reviews
>   - Set calendar for annual program assessments
>   - Update D2L assessment data and information
>   - Post meeting minutes on website
>   - Will be directly involved with the review of 5-yr program review reports (change from previous years)

3) Program Review: 2014-2015

   a. We will continue to use the current 5-yr program review format. Changes to program sustainability measures will have some impact on program review reports.

   b. The following programs are due to complete a 5-yr program review during the 2014-2015 academic year:
   Accounting, Administrative Assistant, Unmanned Aerial Systems Maintenance Technician, Carpentry, Construction Plumbing, Pharmacy Technology, Welding (TRF), Farm Business Management.

   c. Draft program review reports are due to academic deans **1 Feb**; drafts are due to the APR committee (for feedback) **15 March**; final reports are due **4 May 2015**. This is the first time that the APR committee will have an opportunity to review draft reports and provide feedback.

4) Program Assessment: 2014-2015

   a. Peggy and Cassie will work together to determine due dates for both annual program assessments and for ILO assessment.

5) Sustainability Report Update

>   Program sustainability reports were revised over the summer to include 3 new measures.

6) ILO Assessment: 2014-2015

   a. Peggy provided an example of a "curriculum map" she obtained from Riverland CC. She suggested that we develop something similar for programs at Northland. Peggy will develop a similar map for her program as a starting point.

   b. ILOs to be assessed during the 2014-2015 academic year are ILO #2, Critical Thinking; and ILO #3 Information & Applied Technology.

7) Liberal Arts Program Review (?)

8) Assessment website maintenance

> Updates need to be made to the Assessment shell in D2L to ensure information is accurate. There are previous presentations there with outdated information. Peggy will archive outdated information. Karl will ensure APR meeting minutes are posted to the Committee Minutes website.

Action Items

- Academic deans will coordinate with appropriate program directors to make them aware of program review requirements
- Peggy and Cassie will work together to develop due dates for annual program assessment
- Peggy will develop a curriculum map like the one from Riverland for her Early Childhood Education program
- Peggy will archive outdated assessment information in D2L
- Karl will ensure past APR meeting minutes are posted on the Committee Minutes website
- Brian and Jodi—will present a draft of 5-yr program review at next meeting

Future Meeting Agenda Items

- ILO Assessment
- Program Review progress
- Curriculum map development for programs
- Liberal Arts courses for ILO assessment

Meeting Schedule 2014-2015

Assessment & Program Review Committee –

Day	Date	Time
Tuesday	November 25th	3:00-4:00
Monday	December 8th	3:00-4:30
Thursday	January 22nd	3:00-4:30
Thursday	February 12th	3:00-4:30
Thursday	March 5th	3:00-4:30
Thursday	April 2nd	3:00-4:30
Thursday	May 7th	3:00-4:30

Attached Documents:

Copy of Outcome
Grid Master sample.

BUSA_1010.pdf