



## **Assessment & Program Review Committee**

### **Meeting Agenda & Minutes – 01/22/2015**

3:00 PM - 4:30 PM, Location: EGF 149--TRF 601

#### **Meeting Main Topics**

- ILO Assessment
- Program Review

## **Agenda**

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1. Approve Minutes
2. Last Meeting Follow-up
  - a. College website: Post/archive committee minutes on website
  - b. D2L – PowerPoints moved to committee view only. Other documents are in process of being updated.
3. Program Review: 2014-2015
  - a. Program progress
  - b. Personal Development Rubric – final
  - c. ILO Liberal Arts - update
4. Program Assessment: 2013 - 2014
  - a. Email will be sent the first part of next week (1/26/2014)
5. Any Other Business
  - a.
6. Next Meeting:

## **Attendees**

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Carey Castle, Peggy Rogers, Jodi Stassen, Jeff Bell, Cassie Hilts, Andy Mueller, Karl Ohrn

## **Note-taker**

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Karl Ohrn

# Minutes

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1. Minutes from the 8 December 2014 meeting were approved.
2. Last Meeting Follow-up:
  - a. Prior APR meeting minutes have been posted on the Northland website:  
<http://www.northlandcollege.edu/employees/committees/assessment-program-review/>  
Karl will continue to add new minutes to the site.
  - b. Peggy moved PowerPoint documents to "committee view" only in D2L; she is in the process of updating other documents.
3. Program Review (2014-2015):
  - a. All programs scheduled to complete their 5-year program review this year have been notified by their respective deans. As a reminder, the following programs are completing Program Reviews this year: Accounting, Administrative Assistant, Unmanned Aerial Systems Maintenance Technician, Carpentry, Construction Plumbing, Pharmacy Technology, and Welding (TRF only). Farm Business Management was given a 2-year extension due to comprehensive changes to the program; FBM is now scheduled to complete a program review in the 2016-2017 AY.  
  
Both the Pharmacy and Construction Plumbing programs will use the new format for the report. This will allow for feedback on the revised format prior to full-scale implementation. All other programs completing program reviews this year will use the existing format.
  - b. The Personal Development Rubric is final and is located in D2L.
  - c. ILO Liberal Arts Update. Planning for program review of liberal arts was not discussed.
4. Annual Program Assessment:

Peggy will send an email out to faculty the week of 1/26 to remind them of Annual Program Assessment requirements.
5. ILO Assessment:

Following discussion, it was determined that an email should be sent from Carey to faculty who are assessing ILOs this year. Karl will develop the email based on the one from last year and forward to Carey. Peggy sent a list of liberal arts courses and the ILOs they fall under to committee members. Karl also has a list of Liberal Arts courses with approved ILOs from AASC. Karl will cross-reference the two lists and send to Peggy.
6. Next Meeting: February 12th, 3:00 PM. Location: EGF – 149 / TRF – 601.

## Action Items

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- Peggy—Send email to faculty to remind them of Annual Program Assessment requirements
- Karl—Develop email for Carey to send to faculty regarding ILO Assessment for the year

# Meeting Schedule 2014 - 2015

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*Assessment & Program Review Committee – all at 3:00 PM*

*EGF – Room 139 / TRF Room 601*

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