



Assessment & Program Review Committee Meeting Agenda & Minutes – 02/26/2015

3:00 PM - 4:30 PM, February 26, 2015 | Location: Polycom: EGF, 149; TRF, Rm 601

Meeting Main Topics

- Program Review – 5 year
- ILO Assessment
- Annual Assessment

Agenda

1. Approve Minutes
2. Last Meeting Follow-up
 - a. ILO Assessment email – Karl (hold for ILO AASC alignment)
 - b. Annual Program Review email – Peggy
3. Program Review: 2014-2015 (Brian Huschle & Karl Ohrn)
 - a. Program progress –
 - b. Deans Draft due 2/1/2015
 - c. APR Committee Draft due 3/15/2015
 - d. Final Report due 5/4/2015
4. ILO Assessment
 - a. ILO alignment with AASC
 - b. Email reminder –
5. Program Annual Assessment: 2013 - 2014 (Peggy Rogers)
 - a. Due 5/31/2015
 - b. Email ready to be sent (sent 4/17/2014 from Carey Castle)
6. Any Other Business
 - a.
7. Next Meeting: March 5th, 3 PM, Location EGF – 149 / TRF - 601

Attendees

Peggy Rogers, Brian Huschle, Andy Mueller, Karl Ohrn

Note-taker

Karl Ohrn

Minutes

1. Approved minutes from last meeting held 1/22/2015

2. Last Meeting Follow-up

Peggy will work with Beth McMahon to make changes to the instructions for ILO assessment in D2L. Some of the information needs to be updated. The Information and Applied Technology and Global and Civic Responsibility ILOs are reversed on this document which may cause confusion.

3. Program Review

Drafts were due February 1st. Linda Simmons has submitted the Program Review for Administrative Assistant Programs. Brian has scheduled meetings with Loren Able (Carpentry) and Jack Hanson (Plumbing). Peggy will follow-up with other Deans on status of remaining Program Reviews. Program Reviews due this year are for the following programs: Accounting, Administrative Assistant, Carpentry, Construction Plumbing, Pharmacy Technology, Unmanned Aerial Systems Maintenance, and Welding (TRF).

4. ILO Assessment

Following the January meeting, Karl cross-referenced the previous list of liberal arts courses used for ILO assessment with the list of CCOs approved by AASC. ILOs for some courses have changed; the result is that for the Information and Applied Technology and Personal Development ILOs, there are too few courses identified to adequately assess these ILOs (Atch #1).

Following discussion, it was decided to move some courses under the above ILOs for assessment purposes. Composition II was previously assessed under Information and Applied Technology; however, it is now assessed under Critical Thinking. The committee decided to ask the English Department for approval to move Composition II back to Information and Applied Technology for ILO assessment purposes. This would ensure there is a course under the Information and Applied Technology ILO that all AA students would take and therefore could be assessed appropriately. If in agreement, the English Department will submit a course change request to AASC for approval in April.

Consideration was also made for the workload requirements of the various academic departments based on courses assessed for each ILO. An attempt was made to ensure the assessment workload was distributed as evenly as possible among departments.

5. Program Annual Assessment

Peggy will forward a draft email to Carey to send out to faculty regarding Annual Program Assessment requirements (Atch #2). These are due from all programs by May 31st.

6. Other Business

7. Next Meeting—March 3rd, 3:00-4:30

Action Items

- Send draft email to Carey to send out to faculty regarding Annual Program Assessments
- Send draft email to Carey to send out to faculty regarding ILO assessment for the year

Future Meeting Agenda Items

Meeting Schedule 2014 - 2015

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 25th</i> | <i>3-4:00</i> |
| <i>Monday</i> | <i>December 8th</i> | <i>3-4:30</i> |
| <i>Thursday</i> | <i>January 22nd</i> | <i>3-4:30</i> |
| <i>Thursday</i> | <i>February 12th</i> | <i>3-4:30</i> |
| <i>Thursday</i> | <i>March 5th</i> | <i>3-4:30</i> |
| <i>Thursday</i> | <i>April 2nd</i> | <i>3-4:30</i> |
| <i>Thursday</i> | <i>May 7th</i> | <i>3-4:30</i> |
| | | |

Atch #1



ILO_Alignment_2-20
15.xlsx

Atch #2



Annual Program
Assessment Plan - ei