



Assessment & Program Review Committee
Meeting Agenda & Minutes – 03/05/2015

3:00 PM - 4:30 PM, March 05, 2015 | Location--Polycom: EGF 149; TRF 601

Meeting Main Topics

- Program Review – 5 year
- ILO Assessment – review from last meeting
- Annual Assessment
- D2L documents

Agenda

1. Approve Minutes
2. Last Meeting Follow-up
 - a. D2L Power Point update
 - b. Email reminder for Annual Assessment – sent 2/27/2015
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. Comp II – ILO update
 - c. Programs/ILO Grid
 - d. ILO Email notification
5. Program Annual Assessment: 2014 - 2015 (Peggy Rogers)
 - a. Email sent (sent 2/27/2015 from Carey Castle)
 - b. Due 5/31/2015
6. Any Other Business
 - a. D2L documents – archive
7. Next Meeting: April 2nd, 3 PM, Location EGF – 149 / TRF - 601

Attendees

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

Note-taker

Karl Ohrn

Minutes

1. Minutes were approved from APR meeting, 2/26/2015.
2. Last Meeting Follow-up:
 - Carey sent email to faculty reminding them of requirement to complete their annual assessments by May 31st
 - Beth McMahon will make updates to the ILO Assessment Overview & Instructions in D2L
3. Program Review: Draft 5-Year Program Review Reports were due 15 March. This was for the Deans to review and provide feedback.
 - Pharmacy Technology—Danika Braaten needs another week or so before she can provide a draft report
 - Accounting—Have not received their draft report yet, but we know they are working on it
 - Administrative Support—Draft report has been submitted
 - Status of remaining reports is not known
 - Data requests for Program Reviews will go through Karl
4. ILO Assessment:
 - Composition II will be submitted to AASC in April to request changing the ILO to Information and Applied Technology. It appears there is support from the English Department for this change.
 - Since ILOs had been numbered incorrectly in D2L, we will be assessing Critical Thinking (#2) and Global & Civic Responsibility (#3) this year. The email still needs to go out to the faculty with guidance on how to complete ILO assessment. Committee members reviewed a draft email for this purpose.
 - Peggy developed an ILO grid (see attached file) which shows ILOs assessed in liberal arts courses in each program. Red boxes indicate these programs don't have liberal arts courses to assess. Some programs listed in the attachment may not be long enough to assess ILOs.
 - Liberal arts courses identified for ILO assessment were specifically selected to spread the assessment workload among faculty as much as possible and to prevent faculty from having to assess ILOs every year.
5. Program Assessments: (see #2 above)
6. D2L Documents Archive:
 - The Dec 2013 minutes reported a loss of data from D2L. This consisted of Program

Review Reports and Annual Program Assessments for some programs. The APR Committee realized it needed to create an archival process to protect future data. The March 2014 minutes reported that we would ask program directors to resubmit any past reports they had on file so we could archive them. The decision was made to create an archive file on the N drive; this was never completed.

Action Items

- Deans follow-up on draft program review reports
- Review draft program review reports prior to the next APR meeting (2 April)
- Brian H. will meet with Kris Paulsen to discuss moving micro and macroeconomics to ILO 4 (Information and Applied Technology)
- Karl have Carey send email to faculty on ILO assessment
- Karl report at next meeting on status of data archive

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>Thursday</i>	<i>April 2nd</i>	<i>3-4:30</i>
<i>Thursday</i>	<i>May 7th</i>	<i>3-4:30</i>

Attachment(s)



Copy of ILO Grids -
UPDATE-02-2015.xls