



Assessment & Program Review Committee
Meeting Agenda & Minutes – 04/02/2015

3:00 PM - 4:30 PM, April 2, 2015 | Location: Polycom: EGF, 149; TRF, Rm 601

Meeting Main Topics

- Program Review – update/committee feedback
- ILO Assessment –
- D2L documents - update
- Manual-entry ILO assessment vs D2L ILO Rubric

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. APR Committee Feedback
 - c. Final Report due 5/4/2015
4. ILO Assessment
 - a. Progress update (Karl)
 - b. Closing the loop
5. Program Annual Assessment: 2014 – 2015
 - a. Due 5/31/2015
6. Any Other Business
 - a. D2L documents – archive (Karl)
 - b. Manual-entry ILO Assessment vs D2L ILO Rubric
7. Next Meeting: May 7th , 3 PM, Location EGF – 149 / TRF - 601

Attendees

Peggy Rogers, Brian Huschle, Jodi Stassen, Jeff Bell, Andy Mueller, Karl Ohrn

Note-taker

Karl Ohrn

Minutes

1. Previous meeting minutes from 5 March 2015 meeting were approved.
2. Last Meeting Follow-up
D2L Powerpoint Update: Beth gave Peggy access to her cloud to update these files in D2L, but it isn't working as expected. Peggy suggested we remove these from the cloud in order to revise/update them properly. These are the documents created in SoftChalk to describe the assessment process.
3. Program Review Status

| | |
|----------------------------|-----------------------|
| - Accounting | Draft report reviewed |
| - Administrative Assistant | Draft report reviewed |
| - Pharmacy | Draft report reviewed |
| - UAS Maintenance | Follow-up required |
| - Welding (TRF) | Follow-up required |
| - Plumbing | Follow-up required |
| - Carpentry | Follow-up required |

Once Program Reviews are complete, we will create a spreadsheet of "gaps" identified for each program. The committee will reassess progress to close these gaps in November of each year.

4. ILO Assessment Update
A reminder email will be sent from the VP of academic/student affairs to faculty reminding them of the ILO assessment requirement. This email will be sent to faculty 27 April.
5. Annual Program Assessment Update
A reminder email will be sent from the VP of academic/student affairs to faculty to remind them of the annual program assessment requirement. This email will be sent to faculty 13 April with a second reminder email sent the first week of May.
- 6a. APR Archive Folder
The APR meeting minutes from the 3/19/2014 meeting reported that some annual program assessments and program review reports were lost from D2L. In an effort to recapture this data, a request went out to faculty asking for them to resubmit past reports if they were able. A decision was made to archive these reports in a limited-access folder on the N drive. This folder has been established at N:/APR Archive. Future documents will be archived here in addition to past reports. Access to this folder is limited to the APR Committee Chair, academic deans, VP for academic and student services, and the academic coordinator.

6b. D2L ILO Rubric

Discussion took place regarding the new D2L ILO rubric. Implementing this rubric may be complicated because it may impact Northwest Tech (NTC) and Alexandria CTC. Sherry Lindquist has agreed to develop the ILO rubric. We don't require faculty to use D2L, so we will still need to offer the paper/pencil option. This is not something we can accomplish this year, but will be a focus for the next academic year. Once completed, we will conduct a pilot project test the following year.

Action Items

- Academic coordinator will develop emails to remind faculty of the ILO assessment and annual program assessment requirements. He will send these to VP for distribution.
- Deans follow-up as necessary with programs on their Program Review reports
- Academic coordinator to establish spreadsheet to identify "gaps" from Program Reviews for each program
- Academic coordinator to archive prior program review and annual program assessment reports to N:/APR Archive folder

Future Meeting Agenda Items

D2L ILO Rubric

Follow-up on ILO Assessment

Follow-up on Program Review completion

Follow-up on Annual Program Assessment completion

Attached Files



ILO_Assessment_Ru
bric_Proposal_D2L.d

Meeting Schedule 2014 - 2015

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

EGF – Room 149 / TRF Room 601

| <i>Day</i> | <i>Date</i> | <i>Time</i> |
|-----------------|---------------------------|---------------|
| <i>Thursday</i> | <i>May 7th</i> | <i>3-4:30</i> |