



Assessment & Program Review Committee
Meeting Agenda & Minutes – 05/07/2015

3:00 PM - 4:30 PM, May 7, 2015 | Location: Polycom: EGF, 149; TRF, Rm 601

Meeting Main Topics

- Follow-up on ILO Assessment
- Follow-up on Program Review Assessment completion (5/4/2015)
- Follow-up on Annual Program Assessment completion (due 5/31/2015)
- Goals for 2015-2016

Agenda

1. Approve Minutes
2. Last Meeting Follow-up-- D2L for ILO Assessment Process
3. Program Review: 2014-2015
 - a. Submitted – Accounting/Administrative Support/Pharmacy
 - b. Not submitted – Carpentry/Construction Plumbing/Unmanned Aerial Systems Maintenance/Welding (TRF)
 - c. APR Committee Feedback
 - d. Final Report due - 5/4/2015
4. ILO Assessment
 - a. Progress update (Karl)
 - b. Reminders sent – 5/6
5. Program Annual Assessment: 2014 – 2015
 - a. Reminder sent 4/22/2015
 - b. Due 5/31/2015
6. Any Other Business
 - a. Global and Civic Responsibility Rubric
 - b. D2L documents – archive (Karl)
 - c. Addressing “gaps” from Program Reviews
 - d. Goals for APR 2015-2016 Committee
7. Next Meeting:

Attendees

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

Note-taker

Karl Ohrn

Minutes

1. Previous meeting minutes from 2 April 2015 meeting were approved.
2. Creating D2L Rubrics for assessing ILOs
Following discussion, the group decided this may be more complicated than originally thought. We didn't abandon the idea, just decided to re-assess in fall semester 2015.
3. Program Review Status
There are three reports in D2L: Pharmacy, Administrative Assistant, and Accounting. All have been given feedback on draft reports. Loren Abel is working on the Carpentry program review, but this is a busy time for him with completion of the project house so he may need additional time. Jack Hanson is working on the Plumbing report; Brian H. has been providing assistance to him with the new reporting format. Status of other program reviews are unknown at this time.

Discussion on the program review process indicated that the process needs to begin earlier in the fall semester. We will address program review requirements during faculty work days in August (for those programs completing 5-yr program reviews during the academic year). By doing so, APR committee members can ensure program directors are off to a good start with their program reviews by describing the process, answering questions, and making them aware of resources available to assist them in this process.

Based on review of draft reports this year, the revised program review format seems to be working well because it's causing faculty to think critically about their programs and determine what changes (if any) are necessary. We will use the new reporting format for all program reviews in academic year 2015-2016 and make adjustments to the format as necessary in the process.

4. ILO Assessment Update
Few completed ILO assessment rubrics have been turned-in to the Academic Coordinator at this time. Only 8 course sections have been reported. Although this is not unusual as most completed rubrics are received at the very end of the semester, we want to encourage faculty to complete their ILO assessments. A reminder email went out to all faculty on May 6th.

Beginning next academic year we should be able to provide feedback to faculty members on the results of ILO assessment since we will have data for multiple years on some of the rubrics. This will close the loop by providing assessment results to faculty which should increase faculty "buy-in" to the ILO assessment process.

There was concern that for some programs, all items on a particular rubric (in this case, Global & Civic Responsibility) may not apply. Following discussion, it was decided that if faculty feel that specific items on a rubric do not apply to their programs, they can indicate "not applicable" (N/A) for that item and provide an explanation with the otherwise completed rubrics. The example discussed was in Occupational Therapy. As a result, we will review the Global & Civic Responsibility rubric this fall.

5. Annual Program Assessment Update

Need to send another reminder on this to ensure completion.

6. Other Business

Global & Civic Responsibility Rubric—(Addressed in #4 above). Rubric will be reviewed this fall to ensure it is working.

APR Committee Archive—Academic Coordinator will work over the summer to ensure annual assessment and 5-yr program review reports are archived at N:/APR Archive.

Program Review "Gaps"—As program review reports are reviewed by academic Deans, any "gaps" in programs will be identified and a spreadsheet will be developed to track these items. In this way we can ensure that action will be taken in these areas to improve programs. A completed spreadsheet of gaps should be completed by about mid-August.

Committee Goals for 2015-2016:

- Promote completion of ILO Assessments in the fall semester vs. spring semester
- Address the program review process with affected programs in August, prior to the start of classes for the fall semester; encourage/promote on-time completion of reports.
- Continue to review 5-year program review process to ensure it is comprehensive in scope
- By September APR meeting, have ILO assessment process solidly in-place for the year
- By October APR meeting, have program review process solidly in-place for the year
- Develop APR Committee meeting schedule for 2015-2016 in August

Action Items

- Develop summary/checklist of information to assist faculty members completing program reviews
- Load placement data (spreadsheets for EGF & TRF) on the APR website

Meeting Schedule

To be determined in August