



**Assessment & Program Review Committee**  
**Meeting Agenda & Minutes – 09/23/2015**

2:00 PM - 4:00 PM, September 23<sup>rd</sup>, 2015 | Location: Polycom: EGF, 149; TRF, Rm 601

**Meeting Main Topics**

- Goals
- Follow-up on Program Review Assessment completion for 2014-2015
- Data (Karl & Jeff)

## Agenda

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1. Approve Minutes
2. Last Meeting Follow-up
  - a. Goals for 2015-2016
    - a. Promote completion of ILO Assessments in the fall semester vs. spring semester
    - b. 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.
    - c. Continue to review 5-year program review process to ensure it is comprehensive in scope
    - d. By September APR meeting, have ILO assessment process solidly in-place for the year
    - e. By October APR meeting, have program review process solidly in-place for the year
    - f. Develop APR Committee meeting schedule for 2015-2016 in August
3. Program Review 2014 – 2015
  - a. Update – Carpentry / Construction Plumbing / Unmanned Aerial Systems Maintenance / Welding (TRF)
4. Program Review: 2015-2016
  - a. Program progress –
    - b. Auto Body Collision
    - c. Early Childhood & Paraprofessional
    - d. Electronics Technology
    - e. Liberal Arts & Sciences
    - f. Medical Administrative Programs
    - g. Surgical Technology

5. ILO Assessment
  - a. Global and Civic Responsibility Rubric
  - b. Reminders fall ILO assessment
6. Program Annual Assessment: 2015-2016
  - a. Reminders – February or March
7. Any Other Business
  - a. ILO Assessment Results
  - b. Addressing “gaps” from Program Reviews
  - c. Placement Data – APR website
  - d. Annual Review and update of Action Plans (Section VIII) - November
8. Next Meeting: October 18<sup>th</sup>, 2:00-4:00 PM

## Attendees

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Peggy Rogers, Carey Castle, Brian Huschle, Jodi Stauss-Stassen, Jeff Bell, Cassie Hilts, Andy Mueller

## Note-taker

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Karl Ohrn

## Minutes

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1. Previous meeting minutes of May 7<sup>th</sup> were approved.
2. Last Meeting Follow-up:
  - a. Goals for 2015-2016: Committee reviewed goals for the year.
    - The campus dean in Thief River Falls, Mike Curfman, will be a member of the APR Committee
    - This will be the first year for all programs to use the new format for program reviews
    - Committee will review the *Global & Civic Responsibility* rubric. The working group to review this rubric will consist of Brian Huschle, Jeff Bell, Cassie Hilts, Mike Curfman, and Brian Suckow. One of the following faculty members will serve on this group as well: Jack Haymond, Gabe Kilzer, Mark Decker, or Brent Braga.
    - Committee will request time during the January 2016 faculty in-service to discuss APR topics. Brian Huschle will contact Curtis Zoller to get on the agenda.

3. Program Review Update:
  - Carpentry, Thief River Falls Welding, and Unmanned Aircraft Systems Maintenance Tech program (UAST) have not completed program reviews for 2014-2015. Carey will follow up with these programs. Peggy will meet with Carpentry to provide assistance.
4. Deans have coordinated with the following programs to ensure they know they are to complete program reviews in 2015-2016.
  - a. Auto Body Collision
  - b. Early Childhood & Paraprofessional
  - c. Electronics Technology
  - d. Liberal Arts & Sciences
  - e. Medical Administrative Programs
  - f. Surgical Technology
  - Committee discussed the desire to have a central consolidation point for all data so faculty don't have to search for the data they need to complete program reviews. This issue was referred to the next IR meeting chaired by Mary Fontes.
  - Want to identify gaps in program reviews and create action plans to address these issues. Action plans will be reviewed in November. We will refer this issue to the Academic and Student Affairs (ASA) meeting to determine who will review action plans.
5. ILO Assessment:
  - ILO assessment reminders have been sent out to faculty. We are assessing *Information and Applied Technology* and *Personal Development* ILOs. ILO assessments are due May 13<sup>th</sup>, 2016. Liberal arts courses to be assessed can be found in D2L.
  - Want to create a "master grid" to determine what programs have completed ILO assessment for the year. As a result, we will be able to identify the gaps. Peggy will work on this.
6. The following programs have not completed Annual Program Assessments for 2014-2015:
  - Auto Body, Aviation Maintenance, Carpentry, Criminal Justice, Early Childhood, Electronics Technology, Farm Ops, Imagery Analysis, Phlebotomy, UAS Maint, Welding (EGF), Welding TRF

## Action Items

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- Review Global and Civic Responsibility rubric
- Reserve time on the agenda for the January in-service
- Follow-up on overdue 2014-2015 program reviews and annual assessments
- Establish central point for faculty to access all data required for program reviews and annual assessments

- Address gaps identified in program reviews
- Create master grid of programs to track ILO completion

## Future Meeting Agenda Items

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TBD

## Meeting Schedule 2015 - 2016

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*Assessment & Program Review Committee*

*EGF – Room 139 / TRF Room 601*

<i>Day</i>	<i>Date</i>	<i>Time</i>
<i>Wednesday</i>	<i>September 23<sup>rd</sup></i>	<i>2:00-4:00</i>
<i>Wednesday</i>	<i>October 21<sup>st</sup></i>	<i>2:00-4:00</i>
<i>Wednesday</i>	<i>November 18<sup>th</sup></i>	<i>2:00-4:00</i>
<i>Wednesday</i>	<i>December 9<sup>th</sup></i>	<i>2:00-4:00</i>