



Assessment & Program Review Committee
Meeting Agenda & Minutes – 09/21/2016

3:00 PM - 4:30 PM, Location: Polycom, EGF 149, TRF 601

Meeting Topics

- Goals for 2016-2017
- Dacum
- Imagery Analysis 5 year review
- Shared Governance request
- Brightspace Updates

Agenda:

1. Approve Minutes
2. Last Meeting Follow-up
 - a. Global and Civic Responsibility Rubric Update (Brian/Mike)
 - b. Carpentry Comprehensive Review for 2014-2015 (Peggy)
 - c. TRF Welding and Unmanned Aircraft Systems Maintenance Tech (Carey)
 - d. DACUM update for UAS Program
3. Program Review 2015-2016
 - a. Auto Body Collision Technology – submitted
 - b. Early Childhood & Paraprofessional
 - c. Electronics Technology
 - d. Liberal Arts (extended to 2016-2017)
 - e. Medical Administrative Programs – submitted
 - f. Surgical Technology - submitted
4. Program Review: 2016-2017
 - a. Computer & Network Technology
 - b. Criminal Justice
 - c. Fire Technology
 - d. Health Sciences Broadfield
 - e. Imagery Analysis
 - f. Paramedic
 - g. Radiologic Technology
 - h. Welding Technology (EGF)

- i. Liberal Arts
 - j. Carpentry
- 5. ILO Assessment
 - a. Communication Skills / Critical Thinking
 - b. Reminders fall ILO assessment
- 6. Program Annual Assessment: 2016-2017
 - a. Reminders – February
- 7. Any Other Business
- 8. Next Meeting: October

Attendees:

Jeff Bell, Mike Curfman, Cassie Hilts, Brian Huschle, Deb King, Karl Ohrn, Peggy Rogers

Note-taker:

Karl Ohrn

Minutes:

1. Minutes from the meeting of April 20, 2016 were approved.
2. Last Meeting Follow-up:
 - a. Global and Civic Responsibility Rubric:

The committee discussed revision of this rubric during the last academic year, but agreed to carry it over to this year. Brian H. suggested emailing it out to all committee members for their review prior to the next meeting. Following review, we can discuss possible changes.
 - b. Carpentry Comprehensive Review:

The Carpentry program was due to complete a five-year program review in 2015-2016, but it was not completed due, in part, to the retirement of the instructor. Brian H. will discuss completion of this report with the new Carpentry instructor. They will determine whether it should be completed this year or postponed.
 - c. TRF Welding and UAS:

Both programs did not complete scheduled program reviews in 2015-2016. Peggy will email the VP for Academic and Student Affairs (VPASA) along with appropriate deans to address this issue.
 - d. DACUM update:

Karl O. reported that he is working with Brian S. to plan for the upcoming DACUM for the welding programs. Both welding instructors have provided contacts in the local area to request participants for the panel. The DACUM workshop is planned for late October, depending upon availability of panel members.

3. Program Review 2015-2016:

Peggy R. reported that she is near completion of the Early Childhood Paraprofessional program review. Status of the Electronics Technology Automated Systems program review is unknown; Peggy will notify VPASA and program dean to address this issue.

4. Program Review 2016-2017:

Mike C. and Brian H. will coordinate on completion of Health Sciences Broad Field and Liberal Arts program reviews for this year. All other programs due for a review this year have been notified by their deans.

Imagery Analysis is on the schedule to complete a five-year program review this year (2016-2017). The issue of why they had to complete a program review was raised to Peggy outside of this meeting because the program has only been in existence for three years. Following discussion, it was agreed to postpone the Imagery Analysis program review until 2018-2019. The program has not been in existence for five years and it is still struggling to become established at the college and to collaborate with other UAS entities in the region such as the Grand Sky Complex at the Air Force Base. It would not be worth the effort at this time to complete a program review for this program. Also, since the Imagery Analysis 30-credit certificate is the first year of the Geospatial Intelligence Analysis AAS, we will furthermore consider them as one program area. We will refer to the program as Geospatial Intelligence Analysis vs. Imagery Analysis, knowing that the former contains the latter.

5. ILO Assessment:

The committee discussed analysis of ILO data. We need to begin assessment and evaluation of ILO data collected over the past several years. This will be required for HLC reporting in preparation for our upcoming reaccreditation visit. In addition, we will then be able to provide analysis of results to faculty, thereby increasing buy-in to the ILO assessment process. Data is maintained on the N drive under the "APR Archive" folder. Jeff B. agreed to review and analyze the data and report at the next meeting.

6. Annual Program Assessment 2016-2017:

Brian H. suggested that deans will have to coordinate with VPASA to determine a process for reviewing and providing feedback on reports. There is also a concern about the "gap" in reports for the liberal arts.

7. Other Business:

Based upon input from Shared Governance, it was agreed to email faculty teaching liberal arts courses assessing Communication Skills and Critical Thinking Skills ILOs to remind them that their ILO assessments are due this year. These faculty only have to assess their courses for one semester, not both. Karl O. agreed to email faculty.

Peggy R. will contact Stephen Nelson (Chapter President) to determine whom from TRF should be on this committee.

Additional Action Items Not Mentioned Above

1. (Karl) Update program review rotation schedule spreadsheet for future years. Bring to next meeting for committee review.

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2. (Karl) Create spreadsheet showing which programs completed annual program assessments over the past several years. Include in APR Archive for future reference.
 3. (Karl) Review D2L Brightspace under "Files" tab to locate additional annual program assessment reports and copy them to N:/APR Archive.

Meeting Schedule 2016 - 2017

Assessment & Program Review Committee

EGF – Room 149 / TRF Room 601

<i>Day</i>	<i>Date</i>	<i>Time</i>
<i>Wednesday</i>	<i>September 21st</i>	<i>3:00-4:30</i>
<i>Wednesday</i>	<i>October 19th</i>	<i>3:00-4:30</i>
<i>Wednesday</i>	<i>November 16th</i>	<i>3:00-4:30</i>
<i>Wednesday</i>	<i>December 21st</i>	<i>3:00-4:30</i>
<i>Wednesday</i>	<i>January 18th</i>	<i>3:00-4:30</i>
<i>Wednesday</i>	<i>February 15th</i>	<i>3:00-4:30</i>
<i>Wednesday</i>	<i>March 15th</i>	<i>3:00-4:30</i>
<i>Wednesday</i>	<i>April 19th</i>	<i>3:00-4:30</i>
<i>Wednesday</i>	<i>May 17th</i>	<i>3:00-4:30</i>