



Assessment & Program Review Committee
Meeting Minutes 12/7/2016

4:00 PM - 5:30 PM, December 7, 2016 | Polycom: EGF 149; TRF 601

Attendees

Jeffery Bell, Carey Castle, Mike Curfman, Brian Huschle, Karl Ohrn, Peggy Rogers, and Joel Ziegler.

Note-taker

Karl Ohrn

Minutes

1. Approve Minutes from prior meeting: No minutes were prepared for the 11-16-2016 meeting. Peggy will forward meeting notes to Karl.
2. January 2017 In-service:
The Committee decided not to request time on the in-service agenda to address faculty regarding APR issues. An informational handout will be provided in the January in-service attendee folders with information on APR items such as ILO assessment, program review, annual assessment report completion, etc.
3. College-Wide Initiatives: What does the Committee want to achieve this year?
 - a. The Liberal Arts/general ed. program assessment process needs attention.
 - b. Summary Document – Brian suggested creating a summary document reflecting assessment activities during the year. It might include items such as ILO assessment results, program review completion, SENSE and CCSSE survey information, etc. This would be good to have, bringing all assessment activities into one document; Brian has seen examples of this at other colleges.
 - c. NOCTI – Gen Ed/ILO Assessment Tool:
Brian suggested there might be another method to assess whether or not students meet ILOs; NOCTI may offer a general assessment that measures “soft skills” students have acquired as a result of instruction. This would serve as another method to assess liberal

arts course ILOs. Karl will do some research on the NOCTI website and provide more information at the next meeting.

d. Relationship between APR and AASC committees:

Carey brought up the subject of the relationship between the two committees and what tasks each is responsible for. APR seems to have more of an impact on “content,” whereas AASC performs more of an “approval” function. It was suggested to create a separate subcommittee consisting of members of both the APR and AASC committees to review new or revised courses or programs prior to submission to AASC for approval. Carey will discuss this with the AASC chair for inclusion in the December AASC agenda.

e. Other: The APR committee will continue to monitor completion of Annual Assessments, 5-yr Program Reviews, and ILO assessment. They will also follow-up on overdue 5-yr Program Reviews. Committee members are to provide suggestions to Brian for revision of the Global & Civic Responsibility rubric.

4. Meeting adjourned at 5:10 PM. The next meeting will take place January 18th, 2017.

Meeting Schedule 2016 - 2017

Assessment & Program Review Committee

EGF – Room 139 / 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>