



Assessment & Program Review Committee

Meeting Minutes 2/15/2017

3:00 PM - 4:30 PM, February 15, 2017 | Location: Polycom: EGF - 290; TRF - Rm 662

Attendees

Jeffery Bell, Carey Castle, Mike Curfman, Cassie Hilts, Deb King, Karl Ohrn, Peggy Rogers, Joel Ziegler

Meeting Topics

- Review Updates
- Annual Reporting Document
- Welding DACUM progress

Agenda

1. Approve Minutes
2. Last Meeting Follow-up
 - a. January meeting canceled
3. 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 – DACUM (EGF)
 - i. Liberal Arts
 - j. Carpentry
4. ILO Assessment
 - a. Global and Civic Responsibility Rubric update – send suggestions to Brian
5. Program Annual Assessment: 2016-2017
 - a. Reminders – In-service and early February and end of March
 - b. Professional Development – hosting a workshop/QA – April

6. Other Business
 - a. Annual Reporting Template - Brian
 - b. DACUM - Welding
 - c. Subcommittee for APR/AASC – Carey
 - d. (Added) NOCTI Gen Ed/ILO Assessment Tool

7. Next Meeting: March 15th, 2017

Minutes

1. Minutes from 7 Dec 2016 meeting were approved.

2. The January 2017 meeting was cancelled.

3. **Program Review 2016-2017**

Status of Program Reviews for 2016-2017 was discussed. The Paramedic and Fire Technology programs have turned-in their draft reports. Academic Deans have been working with the other programs to ensure their reports are completed by the end of the semester.

4. **ILO Assessment**

Peggy reminded committee members to provide feedback to Brian Huschle on the Global and Civic Responsibility rubric. Brian has made some revisions to the rubric and he needs feedback to ensure we have the best product. We hope to complete review and revision of this rubric by the end of the semester.

Karl expressed his concern that not all programs are completing ILO assessments.

Following discussion, it was determined that the best way to ensure that ILO assessments are completed is for Karl to follow-up with faculty members directly. He can provide direct feedback and assistance to faculty in completing this requirement.

5. **Program Annual Assessment**

Dorinda and Peggy will conduct a workshop in April (date to be determined) as part of professional development on the subject of direct vs. indirect assessments. Results for direct and indirect assessments are included in the Annual Assessment reports.

6. **Other Business**

- a. Annual Reporting Template

Carey discussed the purpose of this document. It will serve as a sort of “dashboard” for all assessment activities. Brian Huschle is working on this and will provide further information at the next meeting.

- b. DACUM for welding programs

Karl reported that the DACUM workshop for the welding programs (both campuses) is scheduled for March 7-8 at the EGF campus. The week of spring break was selected

because classroom availability is an issue at other times during fall or spring semesters. As we continue to plan future DACUM workshops, availability of classrooms is a limiting factor that must be taken into consideration.

Brian Suckow and Joel Ziegler have provided contact information for 21 businesses in the local and regional area that employ welders. Brian Suckow and Karl have contacted most of these either by phone or in person. Brian Suckow has visited some of these businesses to gain their support. So far, we have no firm commitments, but most people we spoke with would like to participate in our DACUM if possible. It would depend on their work schedules and how busy they are.

Brian and Karl will continue to work with these contacts to put together a panel of 6-10 "subject matter experts" for the March DACUM.

c. Subcommittee for APR/AASC

Carey reported that the purpose for this subcommittee would be to provide support to faculty as they submit new course or program requests or change requests to AASC. The idea is to perhaps have 2-3 members from each committee (AASC and APR) meet to review submissions to ensure they are complete before sending them to the AASC Committee for approval. Currently, many submissions to AASC must be returned for clarification or additional information. This subcommittee would reduce frustration for faculty as well as AASC members by ensuring a smoother approval process.

d. NOCTI –Gen Ed Assessment Tool

In the December meeting, Brian Huschle suggested there may be a NOCTI test available to assess students' "soft skills." This could also be another method of assessing ILOs for liberal arts courses. There is a NOCTI test entitled "Workplace Readiness." It is a 90-minute test that could be administered to a representative sample of liberal arts students to assess them on ILOs. The "Employability Assessment Blueprint" document for this test was shared with committee members for their review. We will discuss this further at the next meeting.

Meeting Schedule 2016 - 2017

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| <i>Wednesday</i> | <i>EGF – 301 TRF – 461B</i> | <i>March 15th</i> | <i>3:00-4:30</i> |
| <i>Wednesday</i> | <i>EGF – 290 TRF - 662</i> | <i>April 19th</i> | <i>3:00-4:30</i> |
| <i>Wednesday</i> | <i>EGF – 149 TRF - 601</i> | <i>May 17th</i> | <i>3:00-4:30</i> |