



Assessment & Program Review Committee
Meeting Minutes 3/15/2017

3:00 PM - 4:30 PM, March 15, 2017 -- Location: EGF - 301; TRF - 461B

Attendees

Jeffery Bell, Mike Curfman, Brian Huschle, Deb King, Karl Ohrn, Peggy Rogers (chair), Brian Suckow, Joel Ziegler

Meeting Topics

- Annual Assessment Report Outline
- Annual Reviews
- NOCTI

Minutes

1. **Approve Minutes**

Minutes from the 15 February 2017 meeting were approved.

2. **Program Review: 2016-2017**

Both the Fire Technology and Paramedic programs have submitted their Program Review draft. These reports are ready for review. The following programs have not yet submitted their reports:

- a. Computer & Network Technology
- b. Criminal Justice
- c. Health Sciences Broadfield
- d. Imagery Analysis
- e. Radiologic Technology
- f. Welding Technology
- g. Liberal Arts
- h. Carpentry

3. **Program Assessment 2016-2017**

- a. **Reminders** for Annual Assessment Reports and Program Review Reports will be sent out the end of March.
- b. **Professional Development**
Dorinda and Peggy are conducting a workshop in April on the subject of direct and

indirect assessments on Annual Assessment Reports. This will be a one-hour session, probably the third week in April. The date has not been determined yet.

4. Other Business

a. Annual Assessment Report Outline

Brian discussed the idea of an Assessment "Dashboard" to highlight assessment activities that have taken place. All were in agreement that this was a good idea and that we should pursue it.

b. NOCTI

At the February meeting we discussed using the NOCTI Workplace Readiness test as another option to assess students' soft skills. This test has elements of all five Institutional Learner Outcomes. We discussed which students would take the test and how they would be selected. Cost was also discussed; NOCTI tests typically cost \$20 per administration. No decisions were made. We will continue to pursue this idea.

c. DACUM

A DACUM workshop had been planned for March 7-8 for the Welding programs; however, we had to cancel these dates due to a lack of volunteers. A DACUM panel should consist of 6-12 participants to obtain useful results; we were only able to find 3 subject matter experts from the community who agreed to participate. Twenty businesses were contacted; although most were willing to support the DACUM, they were unable to participate at this time due to workload factors.

d. Subcommittee for APR/AASC

Brian and Peggy gave a description of this proposed subcommittee and a summary of a meeting that was held earlier between members of both AASC and APR to discuss this idea (see atch#1). The purpose of the APR/AASC subcommittee is to assist faculty members who are submitting new courses or programs, or changes, to AASC for approval. The committee would assist faculty to ensure that all required information is submitted to AASC and that all proposed materials would be complete and in the correct format. The joint subcommittee would allow for a better collaborative relationship between APR and AASC. The subcommittee will not take the place of the new faculty handbook, but rather supplement it to ensure submissions to AASC are ready for either an up or down vote. This investment in time will make the AASC Committee run more smoothly and in less time and will reduce frustration of faculty in making course or program submissions.

5. Next Meeting: April 19th, 2017; EGF 290, TRF 662

Meeting Schedule 2016 - 2017

Wednesday	EGF – 290 TRF - 662	April 19 th	3:00-4:30
Wednesday	EGF – 149 TRF - 601	May 17 th	3:00-4:30