



Assessment & Program Review Committee
Meeting Minutes 5/17/2017

3:00 PM - 4:30 PM Location: EGF – 149; TRF - 601

Attendees:

Carey Castle, Mike Curfman, Brian Huschle, Karl Ohrn, Peggy Rogers (chair), Brian Suckow, Joel Ziegler

Meeting Topics

- Annual Assessment Report Outline Update
- Global and Civic Responsibility Rubric

Minutes:

1. Approve Minutes

Minutes from the 19 April 2017 meeting were approved.

2. Program Review: 2016-2017

Fire Technology, Paramedic, Radiologic Technology, Computer & Network Technology and Welding Technology (EGF) programs have submitted their Program Review drafts. These reports are ready for review. The following programs have not yet submitted their reports:

- a. Criminal Justice
- b. Health Sciences Broadfield
- c. Geospatial Intelligence/Imagery Analysis
- d. Liberal Arts
- e. Carpentry

Carpentry will not complete its Program Review this year due to faculty and advisory committee issues. The recommendation is to move it to next year. Responsible parties will be working on the Liberal Arts and Health Science Broad Field (HSBF) Program Reviews this summer. The division chairs, Brian H., and Mike are POCs for the Liberal Arts report. Brian H., and Jodi are POCs for the HSBF report.

The APR Committee is responsible for reviewing Program Reviews and providing feedback to program deans and faculty to implement changes. There was discussion concerning how and when this should be completed since reports aren't due until 1 May; discussion on Program Review timelines will be included on the September agenda.

3. **Program Annual Assessment 2016-2017**

a. **Professional Development**

Dorinda and Peggy conducted an Annual Program Assessment workshop 26 and 27 April. They had one participant on the 27th in TRF. They will plan another workshop earlier in the academic year in 2017-2018.

b. **Assessment Completion**

There are currently 10 assessments completed from technical programs and 4 from liberal arts for academic year 2016-2017.

4. **Other Business**

a. **Annual Assessment Report Outline Update**

Karl and Brian will work on this over the summer.

b. **ILO Assessment 2017-2018**

Karl will send out emails to faculty in September to remind them to complete ILO assessment for the year. Peggy will provide a faculty handout for the fall in-service providing information on ILO assessment. The Global & Civic and Applied Technology ILOs will be assessed in the 2017-2018 academic year; accordingly, the Committee needs to complete revision of the Global & Civic rubric. This must be done prior to fall semester.

We continued discussion on the NOCTI Work-Ready Assessment that can be tied to all 5 ILOs. We are considering using this as an additional means of assessing soft skills for students in the AA program, but questions remain: What course would we tie it to? How would we identify students to take the test? Would students be willing to take the test and would they put forth a sincere effort? More discussion needs to take place on this issue.

c. **DACUM Workshops**

The committee is planning three DACUM workshops for 2017-2018. These are for the Construction Electricity, Automotive, and Sales/Marketing/Management programs. These programs were selected because they do not have accrediting bodies dictating curriculum content in their programs; however, Brian suggested that Construction Electricity curriculum is dictated by State requirements and therefore it may not be necessary to conduct a DACUM for this program.

d. **Committee Membership**

We will continue to look for a TRF faculty member to add to this committee

e. **CAO Update**

Carey provided status on the following:

- AASC/APR Integration

We will continue to work on this in the coming year

- Curriculum Handbook

A final version will be available prior to fall semester

- Strategic Planning

Timeline was moved back

- Academic Master Plan (AMP)

There are items in the AMP that APR Committee will take on next year. Add this

as an agenda item for the September meeting.

f. **Due Dates**

The committee discussed the various due dates for Program Reviews, Annual Program Assessment, and ILO Assessment. Currently, Program Reviews are due 1 May, Annual Assessments 31 May, and ILO Assessment at the end of the semester. To eliminate confusion and to provide faculty with additional time, due dates for all three reports will be moved to 31 May from this point forward.

5. **Next Meeting:** Meetings for the 2017-2018 academic year will continue to be held the third Wednesday of the month at 3:00 PM.

Items for the September meeting agenda will include:

- Follow-up on revision of Global & Civic Responsibility rubric
- Revision of Critical Thinking Rubric
- Discuss timelines for Program Review and Annual Program Assessment
- AMP Plan items to be addressed by APR Committee
- NOCTI Work-Ready Assessment for ILO assessment

Meeting Schedule 2016 - 2017

<i>Wednesday</i>	<i>Locations-- TBA</i>	<i>September 20, 2017</i>	<i>3:00-4:30</i>
<i>Wednesday</i>	<i>Locations-- TBA</i>	<i>October 18, 2017</i>	<i>3:00-4:30</i>
<i>Wednesday</i>	<i>Locations-- TBA</i>	<i>November 15, 2017</i>	<i>3:00-4:30</i>
<i>Wednesday</i>	<i>Locations-- TBA</i>	<i>December 20, 2017</i>	<i>3:00-4:30</i>
<i>Wednesday</i>	<i>Locations-- TBA</i>	<i>January 17, 2018</i>	<i>3:00-4:30</i>
<i>Wednesday</i>	<i>Locations-- TBA</i>	<i>February 21, 2018</i>	<i>3:00-4:30</i>
<i>Wednesday</i>	<i>Locations-- TBA</i>	<i>March 21, 2018</i>	<i>3:00-4:30</i>
<i>Wednesday</i>	<i>Locations-- TBA</i>	<i>April 18, 2018</i>	<i>3:00-4:30</i>
<i>Wednesday</i>	<i>Locations-- TBA</i>	<i>May 16, 2018</i>	<i>3:00-4:30</i>