



Assessment & Program Review Committee Meeting

Minutes 9/20/2017

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

Attendees:

Jeff Bell, Carey Castle, Mike Curfman, Deb King, Karl Ohrn, Peggy Rogers (chair)

Minutes:

1. Approve Minutes

Minutes from the 17 May 2017 meeting were approved.

2. Program Reviews

Program Reviews scheduled for 2017-2018 academic year are as follows:

- Automotive Service Technology
- Aviation Maintenance Technology
- Construction Electricity
- Nursing AD
- Occupational Therapy Assistant
- Physical Therapist Assistant
- Sales, Marketing and Management

3. Annual Assessment Report Outline Update

The committee discussed the Assessment Report Outline being put together by Brian Huschle. Brian was not able to attend the meeting, but he wanted members to review the Annual Assessment Report Outline and send comments or input to him.

4. ILO Assessment for 2017-2018

Information and Applied Technology and *Global and Civic Responsibility* are the ILOs for assessment during the 2017-2018 academic year. There was some discussion on whether or not to use the Global & Civic Responsibility rubric since the committee has not yet made revisions to it. Mike C. and Brian H. will coordinate to determine whether or not to use this rubric this year or substitute another ILO while it is being revised.

5. Curriculum Handbook

Committee members were asked to review the draft Curriculum Handbook and bring suggestions to the next meeting. This is a work in progress and more information will be added as it continues to be circulated among faculty and staff.

6. Other Business

a. Committee Membership

There is not a Thief River Falls representative on the APR committee; Stephen Nelson is aware and is looking for someone to fill this role.

b. Meeting Dates

The October meeting date was changed to the 25th. The December meeting date was moved to the 13th.

c. Professional Development

Dorinda and Peggy will conduct a Professional Development Plans Workshop 11 October, 1200 - 1:00 PM. They are also planning to conduct another spring workshop on Annual Performance Reports.

Meeting Schedule 2017 - 2018

<i>Day</i>		<i>Date</i>	<i>Time</i>
<i>Wednesday</i>	<i>EGF – 149 TRF - 601</i>	<i>September 20</i>	<i>3:00-4:30</i>
<i>Wednesday</i>	<i>EGF – 149 TRF – 601</i>	<i>October 25</i>	<i>3:00-4:30</i>
<i>Wednesday</i>	<i>EGF – 149 TRF – 601</i>	<i>November 15</i>	<i>3:00-4:30</i>
<i>Wednesday</i>	<i>TBD</i>	<i>December 13th</i>	<i>3:00-4:30</i>
<i>Wednesday</i>	<i>TBD</i>	<i>January 17, 2018</i>	<i>3:00-4:30</i>
<i>Wednesday</i>	<i>TBD</i>	<i>February 21, 2018</i>	<i>3:00-4:30</i>
<i>Wednesday</i>	<i>TBD</i>	<i>March 21, 2018</i>	<i>3:00-4:30</i>
<i>Wednesday</i>	<i>TBD</i>	<i>April 18, 2018</i>	<i>3:00-4:30</i>
<i>Wednesday</i>	<i>TBD</i>	<i>May 16, 2018</i>	<i>3:00-4:30</i>