



Assessment & Program Review Committee Meeting

Minutes 10/25/2017

3:00 PM - 4:30 PM Location: EGF – 301; TRF - 601

Attendees:

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

Minutes:

1. Approve Minutes

Minutes from the 9 September 2017 meeting were approved. Minutes have been posted on the Northland website under "committee minutes."

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

Data for 5-yr program reviews will be available for faculty to access on the N drive. Peggy has been asked by faculty, "What is the faculty role in the APR review process for Program Reviews." Consensus was that feedback should be general in nature; for example, do information/data/conclusions make sense to a layperson reading the report? This is a "peer assessment" rather than a supervisory assessment. We should also ensure that Program Reviews include an "alignment of objectives."

3. Annual Assessment Report Outline Update

Discussion on this topic was deferred to the next meeting.

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. The committee had planned to revise the Global and Civic rubric, but decided to proceed with it "as-is" for this year.

5. Curriculum Handbook

A draft of the Curriculum Handbook was provided to committee members for review. It was suggested that the wording under "Academic Program Review Committee (APR)" be revised to reflect that DACUMs will not be required for all programs undergoing Program Review (pg. 16 of document). Programs with 3rd-party requirements on program outcomes (i.e. accrediting agencies) may not require a DACUM in conjunction with the Program Review. Carey mentioned that there is more editing to do on the document; then, it will go back to APR and AASC for review prior to posting. Feedback received from faculty on the curriculum handbook has been positive.

6. APR Goals for the Year

Goals for the 2017-2018 academic year were discussed. The following two goals were identified:

- Organize/Evaluate ILO Data
- Provide input for strategic plan

7. Other Business

a. Committee Membership

Cassie Hilts has asked to step down from the APR Committee. We still have no Thief River Falls faculty representation on the committee; Stephen Nelson is aware of this and is looking for someone to fill this role. There are four EGF faculty on the committee.

b. DACUM

We are still planning a DACUM for Sales, Marketing, and Management AAS, but we will not conduct one for Construction Electricity or Automotive.

c. Professional Development

A workshop for faculty Professional Development Plans was scheduled for 11 October, 1200 - 1:00 PM, but no faculty attended the program. Dorinda was available to conduct the workshop.

d. Service Learning

It was determined at an earlier meeting that APR Committee would not be involved in evaluating service learning projects. The service learning assessment will be pass/fail and will include 3 criteria: description of the activity, value to the community, and personal impact of the activity. The last two criteria correspond to the Global and Civic and Personal Development ILOs. A passing paper will meet 2 of the 3 criteria. Committee members decided it was not necessary for the APR Committee to review the service learning rubric before it is finalized.

e. AMP Objectives

Where does APR Committee fit into the AMP? Deferred to the next meeting.

f. **AASC/APR Partnership**

Carey will revisit this with Andy Mueller (New AASC Chair).

8. Meeting Adjourned at 4:00 PM. The next meeting will be held 15 November.

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>