



**Assessment & Program Review Committee  
Meeting Minutes 1/17/2018**

3:00 PM - 4:30 PM Location: EGF – 301; TRF – 461B

## Attendees:

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

## Minutes:

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### 1. Approve Minutes

Minutes from the 13 December 2017 meeting were approved. Minutes have been posted on the Northland website under "committee minutes."

### 2. Last Meeting Follow-up

a. AMP discussion was deferred to next meeting.

b. Comprehensive Program Review Discussion:

Peggy reported that she had reviewed past committee minutes going back several years to see what they revealed regarding the role of the APR Committee. She found that reports from 2006 revealed that the APR Committee was process-focused regarding Program Review, but was not responsible for providing feedback to faculty on specific reports. In contrast, October 2007 minutes reported that APR goals for the year included following up on assessments and giving feedback. Peggy shared that some faculty members may not feel comfortable giving or receiving feedback to their peers on program review assessments. She felt that this discussion needed to be continued at a later date when other faculty members can give their opinions.

September 2006 minutes reveal that 4 faculty members from each campus were expected to participate on the APR Committee. Currently, we are struggling to find faculty willing to be on the committee. Carey and the deans have been working this issue for some time. Carey suggested discussing this issue at SGC. We reviewed the definition of the APR Committee and discovered that all academic deans should be attending; we will refer this to the next Academic & Student Affairs (ASA) meeting.

Since NCTC does not have an Institutional Effectiveness office, the function of reviewing program review assessments and providing feedback must be completed by either a

committee or by the administration. It was agreed that this is an important issue and that this discussion will continue at a future meeting when there is greater faculty representation.

### **3. Program Review: 2017-2018 Updates**

Occupational Therapy has submitted their draft report in Brightspace along with attachments. Karl has sent data to Carpentry (Brad Swanson), Construction Electricity (Stan Kovarik and Dan Edman), Fire Tech (Charles Marcott), Criminal Justice (James Jesme) and Sales, Marketing, and Management (Kit Brennan) for use in their program reviews.

### **4. Program Annual Assessment: 2017-2018**

- a. Annual Program Assessment Workshop – April  
Dorinda and Peggy are planning this event. Brian asked that they invite the deans to this as well as faculty.
- b. Technical Programs and Liberal Arts  
Karl will send an email reminder to faculty to complete Annual Assessments. Brian emphasized addressing the liberal arts areas specifically; we have received some liberal arts subject annual assessments in the past, but not for all disciplines.

### **5. ILO Assessment 2017-2018**

Karl sent an email reminder to all faculty December 8<sup>th</sup> to complete ILO assessments for 2017-2018. To date, he has received assessments from only two programs.

### **6. Next Meeting**

The next meeting is tentatively scheduled for 21 Feb from 3:00 to 4:30 PM in 301 (EGF) and 461B (TRF). Peggy will discuss the meeting times with faculty members to determine if there is a better time to meet.

## **Meeting Schedule 2018**

<i>Day</i>		<i>Date</i>	<i>Time</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>