



Assessment & Program Review Committee
Meeting Minutes 2/21/2018

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

Attendees:

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

Minutes:

1. Approve Minutes

Minutes from the 17 January 2018 meeting were approved. Minutes have been posted on the Northland website under "committee minutes."

2. Annual Program Assessment Workshop

Peggy reported that she and Dorinda will conduct a Program Assessment Workshop via ITV April 24 and 25. Anyone can attend this workshop. Peggy will send out an email invitation to faculty.

3. APR Committee Roles

Discussion continued from the previous meeting regarding the role of the APR Committee. Peggy made the point that before we ask other faculty to be a part of this committee, we need to better identify the roles this committee performs. Historically, the APR Committee has been involved with Institutional Learner Outcomes (ILOs) and developing rubrics. For a few years ILO assessment was a big concern of this committee because we were trying to institutionalize this process.

Carey mentioned that since we have no "teaching and learning" entity at the college, he favors using the APR Committee to review Program Reviews. Peggy countered that she sees review of Program Reviews as an administrative role vs. a faculty "peer" role. She doesn't feel comfortable commenting on another program's Program Review since she is not an expert in that field and she is a faculty member in a different program. Jeff agreed that assessment of reports should be completed by administration vs.

faculty. During discussion, Brian H. suggested that perhaps the APR's role should be to support faculty in the production of their Program Reviews vs. evaluating completed reports. Jeff suggested that during spring semester APR meetings, we could assist faculty in writing their reports and during fall semester APR meetings we could review completed reports with faculty. Faculty could tell us about their reports and what they think needs to be done to improve their programs. They may also suggest what APR committee members can do to help them implement program changes.

Deb suggested that we need to develop a rubric or checklist of items to be completed for Program Reviews. Brian H. suggested developing an on-going running document to track action plans for all programs in one place. Karl suggested that he would take the existing Program Review schedule and modify it to meet this need. Karl will provide a draft product at the next APR committee meeting in March.

4. Next Meeting

The next meeting is scheduled for 21 March from 3:00 to 4:30 PM in 301 (EGF) and 461B (TRF).

Meeting Schedule 2018

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