



**Minutes of the Joint Meeting between the
Assessment & Program Review Committee
and HLC Assessment Academy Team
6/19/2018**

1:00 PM - 3:00 PM Location: 301;461B, AC15

Attendees:

Jeff Bell, Justin Berry, Mike Curfman, Brian Huschle, Stephen Nelson, Zackary Nicklin, Jodi Stassen, Deb King, Karl Ohrn, Peggy Rogers (APR chair), Brian Suckow

Minutes:

1. Approve Minutes

The last APR Committee meeting took place 21 February 2018. Meetings were not held in March, April, or May. Previous minutes have been posted on the Northland website under "committee minutes."

2. Program Review 2017-2018:

The following programs have submitted Program Reviews to date:

- Occupational Therapy
- Nursing AS
- Physical Therapist Assistant
- Sales, Marketing & Management

These reports have been archived at N:/APR Archive/Program Review/

The following programs were scheduled to complete a Program Review for 2017-2018, but have not submitted one as of the date of this meeting:

- Automotive
- Aviation Maintenance
- Construction Electricity

Carpentry was scheduled to complete a Program Review in 2014-2015; however, due to multiple changes in personnel, a report was not completed. In fairness to the new instructor, a report will not be required until 2019-2020.

3. Program Annual Assessment 2017-2018:

The following programs have completed Annual Assessment Reports:

- Accounting, Architectural Tech, Auto Body, Business AS, Carpentry, Computer Network Tech, Construction Plumbing, Criminal Justice/Law Enforcement, Dietetic Tech, Early Childhood & Para, Fire Tech, HVAC, Liberal Arts Biology (EGF), Liberal Arts Chemistry, Medical Admin Assist, Medical Coding Spec, Medical Office Spec, Nursing AS, Occupational Therapy, Paramedic, Patient Access Spec, Pharmacy Tech, Phlebotomy, Physical Therapist Assist, Practical Nursing, Radiologic Tech, Welding Process Technology (TRF), Welding Technology (EGF).

These Annual Assessments were archived at N:/APR Archive/Annual Program Assessment Plans

As of the date of this meeting, Annual Assessment Reports have not been received for the following programs:

- Administrative Assist, Automotive, Aviation Maint, Commercial Vehicle Operator, Construction Electricity, Electronics Tech & Auto Sys, Farm Ops Management, Geospatial Intelligence/Imagery Analysis, Precision Agriculture, Respiratory Therapy, Sales, Marketing & Management.

4. ILO Assessment:

ILOs to be assessed in 2018-2019 are *Communication Skills* and *Professional Development*. Emails should be sent in August to faculty teaching liberal arts courses with these ILOs; many of these courses are offered during the fall semester. Faculty should be encouraged to evaluate fall courses with these ILOs. There will be very limited opportunity to assess these ILOs during spring semester (See attachment #2).

5. HLC Assessment Academy

Jodi briefed the group on the HLC Assessment Academy process. This is a four-year process to examine assessment within the college. The team returned from a meeting at the HLC in Chicago where they identified an assessment project for the college. The group decided on developing a comprehensive assessment plan to include student services and other college services in addition to academics (See Attachment #1).

The first goal, with a due date of 1 April 2019, is to revamp the ILOs. They will revise the current ILOs, not necessarily create new ones. Division meetings will be held between August 2018 and January 2019 to collect faculty input on ILOs. Additional meeting(s) will be held with faculty who have consistently assessed ILOs to determine what they have learned from the process.

The APR Committee focuses on academic assessment, but the Assessment Academy Team also will include assessment of services in its work. It was determined that rather than having separate meetings, we will conduct combined APR Committee and Assessment

Academy Team meetings for the next year. This will save time and duplication since most Assessment Team members are also APR Committee members. Jodi will work with IT to set up a folder on the shared drive for this group. All APR Committee and Assessment Team members will have access to it.

6. APR Roles & Responsibilities going forward:

In past meetings there was much discussion on the role of APR committee members. Agreement was reached that APR Committee members will provide support to faculty who are completing Annual Assessments, Program Reviews, etc. They will not review these reports with the purpose of critiquing them, but rather will provide assistance as necessary to help faculty complete these reports on time. The Chief Academic Officer will accept the responsibility of reviewing Annual Assessments and Program Reviews with the purpose of providing critical feedback on these reports to faculty.

Zack Nicklin and Stephen Nelson from the TRF and aerospace campuses have agreed to become APR Committee members so we have participation from those campuses.

7. Meeting Schedule for 2018-2019:

It was agreed that there should be one additional meeting prior to the fall faculty in-service. That meeting will be held August 14th from 1:00-3:00 PM. Peggy will reserve rooms and send out meeting invites.

Following discussion, it was determined that joint APR Committee/Assessment Academy Team meetings will be held the third Wednesday of the month from 3:00-4:30 PM.

Meeting adjourned at 3:00 PM.

Attachment #1

Higher Learning Commission Assessment Academy

NCTC Project

1. GOAL – revised comprehensive assessment plan for Northland Community and Technical College

- Revamp and affirm the annual assessment process at the institutional level
- Educate faculty and staff on assessment
 - o Understanding of what assessment is
 - o Assessment to improve student learning
 - o Assessment to improve student success

Specifics to work on:

- Revamp ILO's
- Develop a handbook as well as a simple one page plan
- Consistent language used relating to assessment
- Review of all program learner outcomes (see below)
- Buy in from faculty and staff
- An additions or revisions to assessment tools (surveys – need to be reported in same place, only do one employer survey per program)
- Professional development – different activities depending on the level programs are at with their outcomes and assessment

Attachment #2

