



Meeting Name: Joint Assessment & Program Review and HLC Assessment Academy Team Committee

Date & Time: November 14, 2018 3:00 – 5:00 PM

Campus & Room # EGF 149 / TRF 461B / AC15

Committee Minutes

Attendees: Brian Huschle, Jodi Stassen, Mike Curfman, Mary Fontes, Stephen Nelson, Zackary Nicklin, Brian Suckow, Peggy Rogers (APR chair)

Absent: Curtis Zoller, Jeff Bell, Justin Berry, and Deb King

Topic	Responsible Party	Discussion/Outcome
Call to order		
1. Approve Minutes		
2. 2018-2019 5 year Program Review		<p>Updates if needed: Architectural Technology - Jeff B Commercial Vehicle Operator – Peggy R Farm Operations Management – Justin HVAC-Heating, Ventilation & AC – Brian S Nursing-Practical – Zack N Respiratory Therapist – Deb K</p> <ul style="list-style-type: none">Everyone is on track – committee members will continue to check in with faculty to make sure they are getting the support they need.



		<ul style="list-style-type: none"> • FBM – added to the rotation this year. Brian met with them and discussed the 5-year Program Review. Peggy will follow-up as the contact person for the committee. • Brian H will explore the option of using the accreditation process in lieu of completing the 5-year Program Review. He will check with other MN institutions and HLC
3. Annual Review		At this time Brian H will be the point of contact and send out reminders for assessment data, questions, etc.
4. ILO Revision		<p>Update: Jodi ILO</p> <ol style="list-style-type: none"> 1. Critical Thinking – Zachary N (lead) <ol style="list-style-type: none"> a. Updated Critical Thinking ILO available in OneDrive for review b. Rubric – 4 criteria / 4 point assessment scale 2. Committee recommends the Global & Civic Responsibility ILO be divided into two separate ILOs. Committee will work to define Global ILO and identify criteria for the rubric. 3. Global & Civic Responsibility – Justin Berry (lead) <ol style="list-style-type: none"> a. Committee will review work submitted to OneDrive by Justin and Mary. Committee will meet Dec. 5th to review ILO definition and rubric criteria. 4. Assessment schedule – ILO assessment schedule <ol style="list-style-type: none"> a. Year 1 – Communication, Critical Thinking, and Global b. Year 2 – Personal Development, Information and Applied Technology, and Civic Responsibility



		<p>Next Steps:</p> <ol style="list-style-type: none"> 1. Review Global ILO definitions and criteria <p>Timeline:</p> <ol style="list-style-type: none"> 2. Dec. 5th – committee will meet to finalize recommendation 3. Jan. In-service – round table discussion Critical Thinking & Global ILOs
5. Spring In-service		<p>Role of the assessment committee – committee members will lead discussion during the round table discussion at the spring in-service. Discussion will include:</p> <ul style="list-style-type: none"> • Critical Thinking and Global ILO definitions • Critical Thinking and Global ILO Rubric – conversation about criteria and measures • APR/HLC faculty and administration will be assigned to focus group • Representation at each table – technical program, nursing, and liberal arts
6. Other		Inclusion of CLO in course syllabi was discussed. Policy 3060 and Faculty Handbook referenced. Discussion will continue in January.
7. Adjourn		

2018 – 2019 Meeting Schedule			
<i>Date</i>	<i>Day</i>	<i>Time</i>	<i>Room</i>
November 14th, 2018	Wednesday	3:00-5:00 PM	EGF – 301 / TRF – 461B / AC15 / WebEx
December 5th, 2018	Wednesday	3:00 – 4:30 PM	EGF – 301 / TRF – 461B / AC15 / WebEx
December 19th, 2018	Wednesday	3:00-5:00 PM	EGF – 301 / TRF – 461B / AC15 / WebEx
January 16th, 2019	Wednesday	3:00-5:00 PM	EGF – 301 / TRF – 461B / WebEx
February 20th, 2019	Wednesday	3:00-5:00 PM	EGF – 301 / TRF – 461B/ WebEx



<i>March 20th, 2019</i>	<i>Wednesday</i>	<i>3:00-5:00 PM</i>	<i>EGF – 301 / TRF – 461B/ WebEx</i>
<i>April 17th, 2019</i>	<i>Wednesday</i>	<i>3:00-5:00 PM</i>	<i>EGF – 301 / TRF – 461B/ WebEx</i>
<i>May 15th, 2019</i>	<i>Wednesday</i>	<i>3:00-5:00 PM</i>	<i>EGF – 301 / TRF – 461B/ WebEx</i>