



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

Date & Time: April 17, 2019 3:00 – 5:00 PM

Campus & Room # EGF 301/ TRF 461B / AC15 / WebEx

Committee Agenda

Attendees: Brian Huschle, Jodi Stassen, Mike Curfman, Mary Fontes, ~~Zackary Nicklin~~, Brian Suckow, ~~Curtis Zoller~~, Jeff Bell, ~~Justin Berry~~, ~~Stephen Nelson~~, Peggy Rogers, Deb King

Absent:

Topic	Responsible Party	Discussion/Outcome
Call to order		
1. Approve Minutes		
2. 2018-2019 5year Program Review		Committee Feedback for submitted reviews: Architectural Technology – (submitted to Brightspace) Jeff B Commercial Vehicle Operator – (on hold) Peggy R Farm Operations Management – (submitted to Brightspace) Justin HVAC-Heating, Ventilation & AC – Brian S – Not yet submitted Nursing-Practical – (submitted to Brightspace) Zack N Respiratory Therapist – (submitted to Brightspace) Deb K Business AS – (submitted to Brightspace)



3. 2019-2020 5year Program Review		Accounting – pushed back to 2020/2021 Administrative Assistant - done Carpentry - Construction Plumbing Welding TRF - Pharmacy Technology Unmanned Aerial Systems Maint.
4. Annual Program Review		Send reminder - Brian. Due May 31 st , 2019 (4/2) Technical Programs submitted Farm Operations & Management – Diploma - Submitted Paramedic; FF/Paramedic – AAS - Submitted Liberal Arts & Social Science submitted Last reminder sent out was January 14 th . Last reminder sent out on April 17 th .
5. ILO Reminder		Due May 17 th , 2019 (Communication & Personal Development) *Reminder sent out April 17 th
6. ILO Revision		Final Review Critical Thinking – On AASC agenda Community and Global Responsibility Next Steps: Members present reviewed the feedback from faculty survey regarding ILO statement revisions. Adjustments to rubrics were made as applicable. Statements remained the same. Jodi will rename all three rubrics, create a folder for each and will be in one drive as working documents.

7. Other		<p>Fall in-service</p> <p>1. ILO training/review at in-service Discussion involved ILO training and review can be conducted during break-out sessions if we follow similar format to fall 2018 in-service.</p> <p>Plan: one session for the two new ILO's and how to assess.</p> <p>Meeting: Wednesday the June 12th 9 - 1 p.m. to complete the criteria for the two ILO's we have been working on this academic term.</p> <p>2. ILO informational forum – these three ILO's will not have work started prior to fall in-service. Criteria out by January in-service.</p> <ul style="list-style-type: none"> a. Information and Applied Technology b. Personal Development c. Communication <p>Positive thoughts that all three of these can be tackled next year. Plan to have committee work on these three in fall, present revisions during January in-service.</p> <p>3. HLC site visit overview</p> <p>Brian: this committee needs to plan and prioritize Monday, September 30th and Tuesday, October 01st for the site visit. This schedule may change, Brian will know more on a schedule early September. We should expect a meeting with the site visit team. Brian may perhaps be able to prepare for any specific direction or concern in preparation.</p>

		<p>Brian indicated the committee should read through the annual assessment reports, analysis for 2015-2016. Brian anticipates the site visit team will be reviewing these reports and reviewing these will give us a good overall idea what the college is doing with this information.</p> <p>Peggy will send out the link, so we can assure we are familiar with the report.</p> <ol style="list-style-type: none"> 4. ePortfolio – assessment academy work Peggy shared D2L ePortfolio piece that she has been having her students work on. Going well and looking forward to sharing it with interested faculty. Will not be discussed during Fall in-service but perhaps January in-service. 5. Jodi shared feedback regarding future plan to view all programs and categorize which programs need most, some, little work with SLO's. 6. ILO work for 2019-2020 – schedule – As stated above, committee will start working on these in the fall. Information and Applied Technology Personal Development Communication <p>In regard to rotation of ILO's, Peggy inquired about how the ILO rotation is currently and what would be better for assurance of student assessment. The plan for next year will be: #2 and #3, then year after 4, 5, 1 (2020).</p> <ol style="list-style-type: none"> 7. Assurance Agreement Criteria – Brian shared feedback on what he feels is college strengths related to criteria's #3 and #4.
--	--	---



		May meeting is cancelled, we will meet June 12 th 9 – approximately 1 p.m. as stated above.
8. Adjourn		Adjourned at 4:45

<i>2018 – 2019 Meeting Schedule</i>			
<i>Date</i>	<i>Day</i>	<i>Time</i>	<i>Room</i>
May 15th, 2019	Wednesday	3:00-5:00 PM	EGF – 301 / TRF – 461B / WebEx
June 12 th	Wednesday	9:00 AM – 1 PM	EGF 290 / TRF 662 / WebEx