



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

Date & Time: September 18th, 2019 3:00 – 5:00 PM

Campus & Room # EGF 301 / TRF 461F

Committee Minutes

Attendees: Brian Huschle, Mike Curfman, Jeff Bell, Deb King, Peggy Rogers (APR chair)

Absent: Stephen Nelson, Zachary Nicklin, Jodi Stassen, Justin Berry, Mary Fontes, Curtis Zoller, Brian Suckow

Topic	Responsible Party	Discussion/Outcome
Call to order		
1. Approve Minutes		
2. 2018 -2019 Annual Assessment Update		<p>Update – Brian</p> <ol style="list-style-type: none">1. Participation - Brian indicated a pretty good completion rate to date. 33 technical; program reports as estimate. Liberal Arts – nine reports. <p>For this year's reports, technical programs, 38 would be full participation. Liberal Arts disciplines, full participation was a little more difficult to determine what that number is as some disciplines do not have adjunct or even FT faculty teaching within; Brian explained the challenge with that and determine a rough estimate of 12 being full participation. Faculty turnover is a factor that affects the participation numbers. Brian spent some time on explaining the historical perspective regarding how some technical programs have had opportunity to “by in” to the annual assessments due to</p>



		the NOCTI requirements in the past.
3. 2019-2020 Program Review		<p>Accounting – pushed back to 2020/2021 Administrative Assistant – pushed back to 2020/2021 Carpentry – Justin B. Construction Plumbing – Jeff B. Welding TRF – Brian S. Pharmacy Technology – Deb King Unmanned Aerial Systems Maint. – Peggy R.</p> <p>Identify committee partner for each program</p> <p>*Those assigned please plan on reporting to Brian during the October meeting regarding where these program faculty are at with their program review.</p>
4. ILO Revision		<p>Information and Applied Technology Personal Development Communication</p> <p>*see attachments for current rubrics and definitions</p> <p>Peggy inquired about working with the team app for ILO revisions. This is going to be the plan. The remaining three ILO"s are located in the APR document section of the team app.</p>
5. Other		<p>September 24th the APR committee will meet to prep. Criteria 3 and 4; prepare for questions.</p> <p>Monday, September 30th plan on late morning for probable meeting with HLC and possibly again after 1 p.m. Block off 11 – 2 p.m. in preparation.</p>



		<p>Overview: criteria 3 and 4: Co-curricular and extracurricular activities explained.</p> <p>Review the report to make sure we are comfortable with the information and can speak specially to any questions asked regarding the information provided in the report.</p> <p>Annual Assessment Report: discussion / persistence</p> <p>HLC Site visit – Brian</p> <ol style="list-style-type: none"> 1. Scheduled for Monday, September 30th and Tuesday, October 1st. 2. Annual Assessment Report - http://www.northlandcollege.edu/about-northland/institutional-research/college-reports/_docs/NCTC-AnnualAssessmentReport-201617.pdf 3. Assurance Report – attached <p>Brian shared preliminary information – additional information will be shared next week.</p>
6. Adjourn		

2019 – 2020 Meeting Schedule			
<i>Date</i>	<i>Day</i>	<i>Time</i>	<i>Room</i>
<i>September 18^h, 2019</i>	<i>Wednesday</i>	<i>3:00-5:00 PM</i>	<i>EGF – 301 / TRF – 461F</i>
<i>*Note date change September 25th, 2019</i>	<i>Wednesday</i>	<i>3:00-5:00 PM</i>	<i>EGF – 301 / TRF – 461F</i>
<i>October 23rd, 2019</i>	<i>Wednesday</i>	<i>3:00-5:00 PM</i>	<i>EGF – 301 / TRF – 461F</i>
<i>November 20th, 2019</i>	<i>Wednesday</i>	<i>3:00-5:00 PM</i>	<i>EGF – 301 / TRF – 461F</i>



<i>December 18th, 2019</i>	<i>Wednesday</i>	<i>3:00-5:00 PM</i>	<i>EGF – 301 / TRF – 461F</i>
<i>January 15th, 2020</i>	<i>Wednesday</i>	<i>3:00-5:00 PM</i>	<i>EGF – 301 / TRF – 461F</i>
<i>February 19th, 2020</i>	<i>Wednesday</i>	<i>3:00-5:00 PM</i>	<i>EGF – 301 / TRF – 461F</i>
<i>March 18th, 2020</i>	<i>Wednesday</i>	<i>3:00-5:00 PM</i>	<i>EGF – 301 / TRF – 461F</i>
<i>April 15th, 2020</i>	<i>Wednesday</i>	<i>3:00-5:00 PM</i>	<i>EGF – 301 / TRF – 461F</i>
<i>May 20th, 2020</i>	<i>Wednesday</i>	<i>3:00-5:00 PM</i>	<i>EGF – 301 / TRF – 461F</i>