



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

Date & Time: April 6th, 2020 (March meeting rescheduled)

Meeting Space: TEAMS – virtual meeting

Committee Minutes

Attendees: Brian Huschle, Jodi Stassen, Mike Curfman, Curtis Zoller, Jeff Bell, Justin Berry, Deb King, Brian Suckow, Zachary Nicklin, Peggy Rogers (APR chair)

Absent: Stephen Nelson, Mary Fontes

Topic	Responsible Party	Discussion/Outcome
Call to order		
1. Approve Minutes		
2. 2019-2020 5-year Program Review		Accounting – pushed back to 2020/2021 (New Instructor) Administrative Assistant – pushed back to 2020/2021 (Program changes currently in the works) Carpentry – pushed back to 2020/2021 (Instructor completing tenure requirements) Construction Plumbing – Jeff B. Welding TRF – Brian S. Pharmacy Technology – Deb K Unmanned Aircraft Systems Maintenance Technician – Peggy R. Updates provided Brian shared conversations are in progress regarding sustainability reports.



		Request to have sustainability reports emailed out.
3. Annual Review		<p>Work session with Q/A will be scheduled with PD coordinators in April 16th @ 11:00. ZOOM Meeting</p> <p>Anticipating lower reporting due to circumstances. Dorinda/Peggy have an Annual Review session scheduled for April 16th @11:00AM</p>
4. Review ILO Feedback		<p>Recap: remaining ILO definitions and criteria have been completed. Work on rating scale for performance levels and indicators will be completed during the April & May meetings</p> <p>ILO #1 Communication - completed -definition -criteria</p> <p>ILO # 4 Information & Applied Technology - completed -definition -criteria</p> <p>ILO #5 Personal Development - completed -definition -criteria</p> <p>Changes are documented in TEAMS</p>
5.		
6. Other		
7. Next meeting		April 20 th , 2020 TEAMS



2019 – 2020 Meeting Schedule *note day/date changes

<i>Date</i>	<i>Day</i>	<i>Time</i>	<i>Room</i>
<i>March 23rd, 2020</i>	<i>Monday</i>	<i>3:00-5:00 PM</i>	<i>Rescheduled due to COVID-19</i>
<i>April 20th, 2020</i>	<i>Monday</i>	<i>3:00-5:00 PM</i>	<i>TEAMS</i>
<i>May 11th, 2020</i>	<i>Monday</i>	<i>3:00-5:00 PM</i>	<i>TEAMS</i>