

NORTHLAND

COMMUNITY & TECHNICAL COLLEGE

Assessment & Program Review Committee Minutes

April 19, 2024

9:00 am

Zoom

Attendees: John Fields, Linda Samuelson, Marnie Glazier, Jeff Bell, Bobbie Taylor, Monty Johnson, Deb Beland, Stephanie LeDuc, Justin Berry, Caleb Curfman, Brian Suckow

Minutes: Julie Roisland

Topic	Responsible Party	Discussion/Outcome
1. Spring in-Service Review	John	<p>Several agree it went well and have heard positive comments from attendees. What could be improved upon:</p> <ul style="list-style-type: none">• Poor organization & communication leading up to the in-service.• Started 20 minutes late.• Data wasn't sent out in advance to faculty as planned.• Many do not have access to or knowledge of how to use the N: drive.• Need guidance on how to access equity (verbiage ideas). Marnie stated equity coaches (fall implementation) can assist with that concern.
2. Year 0 Data	John	<p>Next steps considering strategic goals and HLC visit in March 2025.</p> <ul style="list-style-type: none">• A request to send a due date reminder was made on behalf of faculty; currently due June 15. The committee will review responses received by 5/3/24 at the 5/3/24 meeting. Justin recommended organizing responses into a spreadsheet to evaluate themes, questions, concerns more efficiently.• Liberal arts faculty request more dedicated time to work on assessment; perhaps a half day at in-service as it is too much for the division chairs to do on their own. John and deans will send an email by May 10 with assessment guidance to faculty.