

# NORTHLAND

## COMMUNITY & TECHNICAL COLLEGE

### Assessment & Program Review Committee Minutes

May 3, 2024  
9:00am  
Zoom

Attendees: Stephanie LeDuc, Bobbie Taylor, Deb Beland, Brian Suckow, Adawn Nelson, Jeff Bell, Kari Koenig, Monty Johnson, Caleb Curfman, Lisa Anderson  
Minutes: Julie Roisland

Topic	Responsible Party	Discussion/Outcome
1. Year 0 Data	Stephanie	Next Steps – Faculty should submit to D2L or email to Julie R. A scanned, handwritten document into a PDF is acceptable. Over summer, Justin B. will compile and organize to find common items. Another session to support faculty in finishing is being planned. Proposed date – May 15 (10am-12pm – both campuses and by zoom) Caleb will schedule and several members volunteered to be present. Timeline – same meeting time for next year. Invites will be sent.
2. 2024-25 Priorities	Stephanie	Outside of year 0 – Concerns regarding faculty who are not following procedures discussed. HLC has been concerned about this as well. We need to assess, collect, and then work from it. Some faculty report that students say there's a lack of consistency, assessment, and communication from some instructors. Quality Matters could be used to assist in training. The spring 2024 review of syllabi showed many were not following guidelines. Ask others to share syllabi examples to help others get into compliance. There are many new faculty who may not be unaware or not know how to make the changes. It was suggested that there is a need to do something fun at fall in-service to lift faculty up; need encouragement and positivity. These items will be added to the in-service for fall if not already on the agenda.