

NORTHLAND

COMMUNITY & TECHNICAL COLLEGE

Committee Minutes

9/24/24 3pm – 4pm - Zoom

Attendees: Caleb Curfman, Don Fischer, Bobbie Taylor, Brent Braga, Kari Koenig, Dorinda Sorvig, Linda Samuelson, Tracy Boman, Deb Beland, Lisa Anderson, John Fields, Brian Suckow, Julie Roisland (minutes)

Topic	Responsible Party	Discussion/Outcome
1. APR Chair Determination		Caleb Curfman self-nominated to serve as chair for AY25. Brent seconded the motion. All in favor.
2. APR Committee Structure		As most committees have an SOP; Caleb notes to add as an upcoming agenda item to find or create a SOP for APR. Committee confirms amongst one another that all needed parties are represented by current membership. Will circle back to SOP discussion; add to next agenda. Conversation begins regarding division chair topics bleeding into APR agendas. With divisions chair required to attend APR; this happens frequent as the work overlaps. John states this is an assessment and program review committee, and we need to not merge on accident. Work to keep them separate. John begins discussion regarding the need for non-academic members. For example, assessments for facilities. This could include checklist or goals. Another is student services; could assess response time. Caleb indicates APR is more of a reporting body in that regard if those areas need assistance. Kari suggests it may be better if APR members attend their members as a guide. John states committee should work to recruit non-academic members. Caleb provides a Committee Description and Charge for review (inserted below)

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		<p>Committee Description and Charge:</p> <p>Provide direction to improve student learning, including oversight of assessing student, and institutional outcomes. Coordinate and facilitate the Center for Teaching and Learning and provide professional development opportunities for faculty to improve student learning outcomes. Establish and evaluate programs and disciplines through an annual review or program outcomes. Establish ad hoc workgroups to support programs.</p>
3. Ad Hoc non-programmatic groups	Caleb	A workgroup will be established to work on non-academic assessment. All in favor. Brent questions if student services' work affects this APR committee's charge. Committee agrees it will not affect assessment.
4. HLC Update	John	We received an extension. New onsite visit dates are April 27-28, 2026. John will meet with Dr. Irene Kovala, HLC consultant in 2 weeks. She will be immersing herself in the new standards as our new visit date is after they go into effect.
5. D2L Shell Discussion	Caleb	Shell needs housekeeping so that it is easier for others to utilize. Do goal areas need to be listed on each? One submission per program was suggested. Add a year folder in place of goal areas. This will be reviewed before the next meeting – moved to parking lot/on deck.

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6. Other		<p>Brent added new APR committee members to the Teams folder.</p> <p>Linda – Do division chairs need to be mandated to APR committee if other faculty members are found to join? Brent states MSCF presidents should be naming faculty members to the committee since they will represent faculty. Since both division chairs and this committee hold academic deans, VP, and division chairs; is this more than needed? The work between division chairs and APR is similar and tends to blend from one meeting to the next. Discussion on how to keep meeting agendas more separate is held. A SOP is a starting point. Caleb questions if division chairs need to be a part of Apr as they have contact with faculty in a different way. Perhaps, the meeting structure is part of this as they have meet on the same day one after the other in the past. Perhaps moving them to separate days can assist. Deb comments ‘the more the merrier’ regarding membership and Kari agrees.</p>
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