

## **APR Committee Minutes**

10/8/24 – 4-5pm Zoom

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

Topic	Responsible Party	Discussion/Outcome
1. Outcome for the Year	Caleb	John – each committee should have an outcome; something to measure at the end of the year. Discussion: structuring/improving what we are doing. ADawn – we need to create a procedure for assessment and program review with timelines. Caleb – adds developing a better calendar of what we do and when. Justin – adds objectives with some thresholds. 90% completion, for example. John – in program sustainability we've had a process – who owns that process? Is it APR? Should it be? Discussion held regarding re-establishing program sustainability. Justin – shares that that piece has been owned by admin historically. They collected data and did the analysis. In democratizing that process, where does it fit? Brent indicates he feels APR is an appropriate venue. John motions. Justin seconds the motion. This will be one of our outcomes: APR will implement the program sustainability procedure in AY25. Brent questions is implementation? Should we first put the process into place. John – between now to June we will determine the process & refine it, so it's ready for faculty. All are in favor of this being the outcome for the year.
2. SOP	Caleb	Caleb and members unable to locate a SOP anywhere since last meeting. Caleb took a copy that was started in 2023 and reviewed other institutions as a starting point. Linda adds that membership should be intentional. Caleb shared a work in progress SOP based on the 2023 copy. The committee reviewed and discussed each section. Linda – there is a crossover of information with the division chairs being mandated to sit on the committee. Sheri Hutchinson made the mandate in lieu of schedule

		responsibilities. Conversation tabled until next meeting. Copy as of today can be found in the Teams folder.
3. ILOs for 24-25	Caleb/Justin	What ILO info are we providing to faculty when they have questions? Justin states there has been a lot of changes over the years. Faculty are unsure of what they should be doing. What is the strategy? What should they be assessing this year? Deb – it worked best when everyone had to pick their ILO so everyone had to complete one. John- will bring more information to the next meeting. Kari- under Brian Huschle they picked ILO 4. Did it for a few years and will switch to another. Linda- suggest LA implement Kari's plan. Previously they would do 1 and it would not be a good result for English faculty. Some were never asked to do an ILO. All faculty should be involved – LA had a document and was writing their name by classes they would do. Justin- strategy doesn't matter. People just need to know what to do. John wants to do some research. Will meet with Kari and Lisa A about their process.
4. D2L Shell Discussion	Caleb	Move to next meeting.