

NORTHLAND

COMMUNITY & TECHNICAL COLLEGE

Assessment & Program Review Committee Minutes

October 22, 2025

3-4pm - Zoom

Attendees: Caleb Curfman (chair), Dorinda Sorvig, Linda Samuelson, Debra Beland, Lisa Anderson, Tracy Boman, Don Fischer, Julie (minutes)

Topic	Responsible Party	Discussion/Outcome
Call to order & Check In	Caleb/All	
1. ILO for 24-25 Update	Caleb	John Fields will communicate the process to faculty via email. In short, each program/instructor will choose a course and an ILO to assess.
2. Audit of Programs	Caleb	How are our programs doing? Do an informal check-in and ask questions like what are their needs for assessment? What's going well with assessment? Deans will create a process with John and then APR will review and adjust as necessary after. Can it be called something else versus the word 'audit'? Suggestion: appraisal.
3. SOP	Caleb	Reviewed & made suggestions & modifications as a group. Voted on current October 2024 revision - All in favor.
4. Program Sustainability Charge	Caleb	Approval received to take this charge on. Discussion held. Linda – has previously been used to validate removal of a program. Should be used to evaluate and help a program. Does not wish to work on removing programs. Also, don't want to get buried in dates – putting everything in numbers.

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		<p>Caleb- asks members to research other institution's processes before next meeting. Sub-committee volunteers: Caleb, ADawn, Linda. Dorinda – likes idea of seeing what other schools are doing. Linda- is there another name for this process? Suggestion: "Program Review Process" How can we make data accurate for programs/area/size? Caleb will share out the current documents for reference.</p>
5. On Deck/Parking Lot		D2L Shell Discussion. Next meeting – 1 & 3 year review discussion.