

NORTHLAND

COMMUNITY & TECHNICAL COLLEGE

Assessment & Program Review Committee Minutes

November 5, 2025 – 4-5pm - Zoom

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

Topic	Responsible Party	Discussion/Outcome
Call to order	Caleb	4:02pm
1. CAO Updates/Plans	John	Moved to the next meeting as John was unable to attend today.
2. Program Sustainability Charge	Caleb	<p>Looking for volunteers to serve on a sub-group. Committee discussion regarding: Deb shared a coding concept. Green if accredited, yellow on probation and red if not accredited. Sustainability does not have to be negative – can be a way to assist programs. ADawn questions how to use this for programs that do not have an accreditation body.</p> <p>Deb questions 1. How to apply retention rates to each program? Example, assessing who has declared radiology could be a high number, but the program only accepts 16. 2. What is the reason for the loss of students? Personal? Financial? Can't count those.</p> <p>Brent - Who makes up the committee? Should be open to all faculty but some APR members would be good. Feedback would be good especially from those that rated 'not good' in previous years. Could use the January in-service to gather feedback.</p> <p>Linda – We need a process that is very transparent.</p> <p>Deb- What data is needed? Should be faculty driven, but data is needed.</p> <p>Justin – We struggle to get faculty to do all the work. Linda – the dean should push faculty to do the job. Caleb – no matter how much we think we can be good assessing ourselves – we aren't. I would be worried that programs pit against each other. There should be administrative overseeing.</p> <p>Justin – States he was on the previous task force - low student enrollment was bad, adjusted metric.</p>

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		<p>Caleb – What is the next step? Item to note: HLC requires this sustainability document.</p> <p>Dorinda – deans should send reminders.</p> <p>Deb- Category options for sustainability & accurate data assessment.</p> <p>Justin – old form has been revised 3 times with faculty input. Good to start from the last version of that form. Last updated FY 20. Caleb shares 2023 document .Linda states it was brought to division chairs once and never came back.</p> <p>Tracy – must find a better way to use the data – previously it was very messy.</p>
3. Program Review Timeline/Next Steps	John	Caleb is concerned as there has not been communication out to faculty. John was to clarify on this topic but was unable to attend today.
4. New Business	All	Linda – will there be emails out to faculty with reminders (professional dev, ILOS, etc.)? Dorinda - mentions due dates at meetings but will send emails also. ADawn – would like the emails to come from chief academic officer.
Adjourn	Caleb	4:45pm