

# NORTHLAND

## COMMUNITY & TECHNICAL COLLEGE

### Assessment & Program Review Committee Minutes

November 19, 2024

3pm-4pm -- Zoom

Attendees: Bobbie Taylor, John Fields, Don Fischer, Deb Beland, Tracy Boman, Dorinda Sorvig, Brent Braga, Brian Suckow, ADawn Nelson, Kari Koenig, Lisa Anderson

Minutes: Julie Roisland

Topic	Responsible Party	Discussion/Outcome
1. CAO Updates/Plans	John	<p>Met with HLC Friday and received feedback. John shared &amp; reviewed the HLC document "Providing Evidence for the Criteria for Accreditation". Will email a copy out to the committee. What are your concerns? Comments?</p> <p>Brent – regarding new program development, how do we demonstrate appropriately to HLC? John - if we were to open a new program, we would use the process that is in Curriculum currently. We could give an example of a previous new program's process. An additional question to ask is specifically and explicitly how does this new program enhance Northlands mission? What outcomes are you proposing? John will provide a printout of program navigator to HLC.</p> <p>ADawn – A revision of the curriculum handbook is in process. Also, regarding Dynamic Forms previous use, 2021 to current backed up on the N: Drive. Prior to 2021 there are limited files. Not sure who has the forms. Maybe Stacey can get the data if it's in dynamic forms. Will be reporting from Fall 2020 to current so that data is needed.</p>
2. Program Sustainability Charge	John	<p>Caleb shared with John after the last meeting that there were concerns about the program sustainability charge and creating a document; no traction on moving forward. What are the concerns? Shari is asking around as to what others are doing and will report back.</p> <p>Brent – fears go back to the past (Anne Tempte). It needs to be put forth as a positive force to faculty. Ex: moving from red to yellow etc. John notes this charge is not enjoyable, but necessary. How to we alleviate the fear so we can work on</p>

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		<p>this?</p> <p>ADawn – 1. The document that Shari had found – was not a good starting place. 2. Talking about metrics, budgets in particular. The way RCEs are coded doesn't show accurately against the programs. John states we will have to address items like this as part of the charge. Need to dig into what will be put in the bands and how to show evidence.</p> <p>Brent – The pay detail reports are available in FWM again. Addresses ADawn in how expenses are categorized; the new instructional cost center will help with that concern.</p>
3. Other		Program Sustainability updates will be provided at the next meeting.
4. Next Meeting		December 3, 2024