

# NORTHLAND

## COMMUNITY & TECHNICAL COLLEGE

### Assessment & Program Review Committee

Minutes

March 25, 2025 3-4pm - Zoom

Attendees: Dorinda Sorvig, Bobbie Taylor, Heather Koland, Caleb Curfman, John Fields, Tracy Boman, Brent Braga, Kari Koenig, Linda Samuelson, Lisa Anderson, ADawn Nelson, Justin Berry

Minutes: Julie Roisland

Topic	Responsible Party	Discussion/Outcome
Call to order	Caleb	Called to order - 3:00pm
1. Policy Discussion	Caleb/John	<p>John bringing policy 3080 up for review. Kari reviewed the policy as part of Criterion 3 as the building block. Excited to see it update It was last reviewed in 2022. Kari indicates that the policy is being included in HLC Criterion 3 data so this is a great time to update it.</p> <p>ACTION: Change language from 5-year to 3-year review cycles and remove the verbiage that information can be found in the Curriculum Handbook.</p>
2. Program Health – Next Steps	Caleb	<p>Where does it go next to be implemented? APR owns the process, but what is the mechanism to get it out and utilized? It's gone through learning council and received thumbs up. Shari said to use it this year. Should there be more discussion? John states it's gone through all of the known channels. Let's just move forward and present on 4/4/25 at faculty in-service. Brent doesn't expect contractual issues as relevant parties have been notified. Caleb suggests a motion that the committee, as APR believe that the known, proper process has been followed and they are moving forward in good faith. ADawn makes a motion to move it forward based on using the manual and believing the committee is following the correct process to the disseminate information. John seconds the motion. All in favor - unanimous – 13 members.</p> <p>ACTION: The information will go out this week so faculty can review it before in-service per John.</p>

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3. April 4 <sup>th</sup> In-Service	John	<p>The budget will be a topic at the in-service and that will lead into discussing program health. John talks about how to share the information. How can we keep faculty advancing in their assessment work? A fall mini data summit? Start the conversation about direct and indirect measures.</p> <p>Caleb – will be covering direct/indirect measures topic so unnecessary for John to also do so. Does anyone want to do an overview of the Program Health document? With no volunteers; Caleb offers as he has already done an overview for Learning Council. John will plan for this.</p> <p>The format for in-service per John will be: Budget – Q &amp; A – Academic Health – Q &amp; A – short break – break into departments. John plans to set aside time for Cohort 1 to gather to answer any questions they may have.</p> <p>Justin asks if a reminder can be given out for end of year assessment forms to be completed.</p>
4. New Business		<p>Kari – Would like APR D2L Shell Access. Dorinda, Justin and Kari met for Criterion 3 and much of the data they need is in that shell. can someone be added as an instructor for access for this reason?</p> <p>Caleb provides brief history of past APR leadership and organization to explain why access is set as it is. Caleb thinks all members should have instructor view access. However, if you do that and try to submit for your program – you will have issues and need to probably email it to your dean. The shell is messy from when it was wider open in the past. No one wants to delete anything in case it may be needed. How do we move forward?</p> <p>Per Dorinda, Kari should be added so she can retrieve needed information versus asking Dorinda to go get it for her. New organization/membership will likely keep past mistakes from recurring even if all have full-access.</p> <p>ACTION: Caleb will send a list to Karleen on Friday to add all committee members as instructors. If you do not want access; email Caleb by Friday to be removed from the list.</p>
5. Next Meeting		Will cancel 4/8/25 due to multiple conflicts and meet next 4/22/25.
6. Adjourned		3:49pm