

NORTHLAND

COMMUNITY & TECHNICAL COLLEGE

Assessment & Program Review Committee

April 22, 2025
3-4pm via Zoom

Attendees: Caleb Curfman, John Fields, Bobbie Taylor, Brent Braga, Don Fischer, Lisa Anderson, Linda Samuelson, Deb Beland, Kari Koenig, Tracy Boman, Justin Berry
Minutes: Julie Roisland

Topic	Responsible Party	Discussion/Outcome
Call to order & Check In		3pm
1. New Business		The meeting will be open to new business as there are no agenda items.
2. Moving Assessment Forward	John	<p>John was thinking about the past year and where we are with assessment and opens up conversation committee-wide throughout the meeting. Refers to HLC criterion 3 – how do we own it? How do we keep it moving forward? What didn't we do this year that we should next year? Perhaps fall in-service could be a space to talk about direct and indirect assessment (lacking) measures. It is agreed spring in-service needs to be an assessment date/closing the loop.</p> <p>Caleb talks about the wins this year: the SOP was created and the programmatic health documents are in line. We are making good strides.</p> <p>What are some ideas to open assessment up college-wide and not let it live in silos?</p> <p>Kari – A table that shows the direct and indirect measures by division?</p> <p>Brent – the fall in-service has same schedule every year. What if time was carved out to present the data? It is agreed that all areas need time and there just isn't enough time overall.</p> <p>The work this year was to find our identity (SOP, health docs) now how to systematized the work. We need to own a piece of in-service says John – that's what he is hearing. What about an in-service planning committee? Assessment leaders need a louder voice at in-service. John will move forward to see how to best do this.</p>

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		<p>Linda – We need to catch everyone up. Some faculty still don't know what a CCO is.</p> <p>Caleb - As faculty development coordinator – those that need this training do not generally attend. Those that do are the ones that could lead it.</p> <p>Deb – she agrees with Caleb. It's great to offer the resources, but those who need it won't make the time for it. Similar to how we interviewed students at fall in-service using the cube – interactive. Could something the same be done. This is needed and how do we get it going?</p> <p>Justin – there used to be an annual assessment report; it was last done in 2021. This was shared with all faculty. It broke down all the assessment going on.</p> <p>Deb – having health assessments documents back will help.</p> <p>APR Archive on N: drove holds some report documents and other information.</p> <p>John – Regarding fall in-service; make it assessment based so that staff could also be educated at that base level. Justin – suggests sessions regarding accreditation to learn about the standards.</p> <p>Deb – we don't need a speaker. We need to roll with the assessment focus.</p> <p><u>ACTION</u>: John will email Shari about this discussion and where this committee believes we need to focus next year- assessment & accreditation. A conference that accommodates multiple levels of learners and have at least 1 of each session recorded if people can't make it and serves as evidence for HLC.</p> <p>Kari – during sabbatical in AY26 she will be working on a tracking method for in-services for professional development. Nursing accreditation body said you do all these things but don't track them. Why? Faculty handbook doesn't address accreditation or assessment. Add</p> <p>Deb – when will tables be added to the health document? Per John, Katlyn T will complete them and they will show up this fall at in-service with everyone's new data.</p>
3. Feedback	John	<p>Feedback is needed regarding T-4, expo and council models. What is the best way to gather this? Should it be a large email? Separate emails for each? A townhall?</p> <p>Deb suggests an interactive phone poll for immediate information. Brent states that by fall in-service the T-4 event will be too far in the past to receive accurate</p>

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		feedback. <u>ACTION:</u> John will investigate survey options.
4. Adjourned		3:55pm
4. Next Meeting		May 6, 2025