

# NORTHLAND

## COMMUNITY & TECHNICAL COLLEGE

### Assessment and Program Review Committee Minutes

May 6, 2025  
3:30-4:30pm via Zoom

Attendees: ADawn Nelson, Debra Beland, Tracy Boman, Caleb Curfman, Bobbie Taylor, Heather Koland, Brent Braga, Dorinda Sorvig, Justin Berry, Linda Samuelson, John Fields  
Minutes: Julie Roisland

Topic	Responsible Party	Discussion/Outcome
Open Discussion		Members held an informal, brief Q & A with Caleb while waiting for the other members to arrive regarding assessment due dates and D2L. Meeting was informally, delayed start due to other engagements by multiple members. Due to an immediate issue; John will not be in 100% attendance today, but states he is looking for a group that would be able to receive an RCE to work this summer to finish the work this group started this year.
1. Review Cohorts		<p>Justin, Kari, Dorinda who are part of HLC Criterion 3 group met with health programs. Some programs were unsure if they'd done their review and after research – hadn't.</p> <p>ADawn states she's asked for more information regarding cohorts and hasn't received answers. Many of the faculty, especially newer ones do not know what to do. We need the process verified.</p> <p>Bobbie – thought the form hadn't changed and was due 2 weeks after the semester ends.</p> <p>Justin states all programs have to submit. Last spring programs were put into cohorts 1, 2, or 3.</p> <p>Caleb – brings up D2L to show the information that has been provided. Discussion held regarding why people aren't doing their assessments – no one told them? Didn't know there was information out there? ADawn indicates the information in D2L is from March 2024 – is it still valid?</p> <p>Linda – introduction to this information should be shared when a new employee is hired. Caleb shares that new employment mentorship is optional. Maybe an HR</p>

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		<p>packet includes some of this information? In regards to the forms in D2L; they were posted March 2024 and there are no changes to procedure. Caleb removes the “posted on” date to help with confusion.</p> <p>Bobbie shares she is willing to put together a soft calendar of when items are due, but faculty need to take responsibility on this as well. Deb and Bobbie both indicate they address this in their division meetings.</p> <p>John – assessment is owned by the faculty per HLC.</p> <p>Caleb – People need to know what to do. It’s not just new faculty struggling. We need a way to get everyone on board. How do we approach this?</p> <p>Tracy – Katlyn doesn’t have the data out for AY25 yet so do we use AY24? When will that come out? John agrees we do have a data lag. Showing progress is important.</p> <p>Bobbie – a schedule of when Katlyn pulls data in the fall would be nice to know when they can update their forms. A lot of data doesn’t come out until early June so she uses the summer to organize it and then presents in the fall. J</p> <p>ACTION: John will talk with Katlyn about this calendar.</p> <p>Caleb states ownership is the heart of the issue. How do we let people know what to do and make them accountable?</p> <p>On the annual report – what date should be put on the reports since they are using 2024 data? Caleb agrees to use 2024.</p> <p>ACTION:</p> <p>Use the documents on D2L, use 2024 data and it can be decided later if it should state 2024-2025.</p> <p>Justin states each program is different as far as what they use. Justin uses his own surveys and not Katlyn’s data.</p> <p>ACTION:</p> <p>Caleb will send an email to see if anyone else is interested in working on this over the summer with Bobbie. Please send additional comments and questions as he will continue to meet with John until the end of the term.</p>
3. Adjourned		4:30pm