



## Assessment and Program Review Meeting Minutes

<b>DATE:</b> 10/29/25	<b>LOCATION:</b> Zoom
<b>TIME:</b> 4:00 p.m. – 5:00 p.m.	
<b>ATTENDEES:</b> Chair-Justin Berry, Deb Beland, Linda Samuelson, ADawn Nelson, Bobbie Taylor, John Fields	

<b>REMINDER: Northland Strategic Priorities and Goals 2022 – 2027</b>
<ol style="list-style-type: none"><li>1. Access: Northland meets students where they are to ensure all have access to high-quality educational opportunities.</li><li>2. Success: Northland improves outcomes, success, and completion through quality programs, advising, and engagement.</li><li>3. Partnerships: Northland is strengthening partnerships with K-12, higher ed, employers, and community organizations.</li><li>4. Equity: Northland is working to create an inclusive where all can reach their full potential.</li></ol>

<b>GOAL(S) for 25-26:</b>
<ol style="list-style-type: none"><li>1. Integrate new Academic Program Health Process</li><li>2. Ensure programs have adequate support for 3-year program reviews</li><li>3. Clearly communicate assessment expectations and requirements to programs and college faculty</li></ol>

AGENDA ITEMS			
Item	Type	Lead(s)	Approx. Time
<b>Call Meeting to Order</b> <ul style="list-style-type: none"><li>• Meeting called to order at 4:03 PM</li></ul>	Procedural	Justin	0
<b>Status of Cohort I and Cohort II 3-year program reviews</b> <ul style="list-style-type: none"><li>• For cohort 1, only Liberal Arts &amp; Sciences submitted a Program Review for 2024-2025</li><li>• Computer and Network Technology will move to Cohort 2 with the remainder of the Business Division Programs, and the rest of cohort 1, minus Liberal Arts and Sciences, will move to cohort 3.</li><li>• Justin will send an email out to programs in Cohort 2 and cc: Deans regarding the 3-year program review, and let programs previously in cohort 1 know their status now in either cohort 2 or 3, which will include process and current form.</li><li>• Discussion occurred regarding the D2L website (some old information, last announcement being from 2024, not all new documents under content), prior to the next APR meeting, Justin will complete the following: Revise Assignment folders listed as 5-year program review to 3-year program review; Create a new announcement for 2025-2026; place updated assessment instruments under content and hide/remove old assessment documents.</li></ul>	Open Discussion	Justin	10

<b>Status of Academic Program Health Documents</b> <ul style="list-style-type: none"> <li>Katlyn is updating program health forms with data, which should be complete in early November</li> <li>Discussion occurred on the best way to demonstrate analysis and “closing the loop” regarding the data on program health documents. Analysis on this data was previously included on the 5-year program review but is not on new 3-year program review forms. Conversation will continue next meeting regarding if an additional page should be added to the 3-year program review form regarding this data analysis or if this data should be analyzed formally or informally at the April Assessment Day.</li> </ul>	Open Discussion	John	15
<b>ILO Communication and Plan for 25-26</b> <ul style="list-style-type: none"> <li>ILO focus this academic year is 1, 2, &amp; 4</li> <li>Justin will send out an email to faculty with instructions for ILO submission for this academic year, and recommend that faculty complete this in the fall (when able) so it is performed prior to the HLC on-site visit</li> </ul>	Open Discussion	Justin	5
<b>January and April In-services</b> <ul style="list-style-type: none"> <li>APR will be involved in both in-services, discussion occurred regarding the importance of breakout sessions in January for the different 3-year rotation cohorts as well as for Liberal Arts and Sciences.</li> <li>Committee members expressed how having a presentation during the fall inservice on assessment expectations and timelines for the academic year would be beneficial.</li> </ul>	Open Discussion	John	10
<b>Function of APR</b> <ul style="list-style-type: none"> <li>This conversation will take place at the next meeting, as John had to leave the meeting right before this agenda item.</li> <li></li> </ul>	Open Discussion	John	15
<b>HLC (standing agenda item for 2025-2026)</b> <ul style="list-style-type: none"> <li>Nothing further discussed regarding HLC</li> </ul>	Open Discussion	John	5
<b>Determine meeting times this semester</b> <ul style="list-style-type: none"> <li>Next meeting will be Wednesday, November 19<sup>th</sup> at 4:00</li> </ul>	Open Discussion	Justin	5
<b>Adjourn</b> <ul style="list-style-type: none"> <li>Meeting adjourned at 4:48 PM</li> </ul>	Procedural	Justin	0

On Deck + Parking Lot Items	
ON DECK	PARKING LOT
ILO communication and plans for academic year	
Academic Program Health Forms: Finalize Current Draft	
2024-2025 Annual Program Review submissions	
2024-2025 ILO submissions	

Examples and Attachments for HLC regarding assessment	
NCTC Annual Assessment Report	