



# Assessment and Program Review

## Meeting Minutes

<b>DATE:</b> 12/10/25	<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, Bobbie Taylor, John Fields, Joseph Agbeko, Katlyn Tamaalii	

### REMINDER: Northland Strategic Priorities and Goals 2022 – 2027

1. Access: Northland meets students where they are to ensure all have access to high-quality educational opportunities.
2. Success: Northland improves outcomes, success, and completion through quality programs, advising, and engagement.
3. Partnerships: Northland is strengthening partnerships with K-12, higher ed, employers, and community organizations.
4. Equity: Northland is working to create an inclusive where all can reach their full potential.

### GOAL(S) for 25-26:

1. Integrate new Academic Program Health Process
2. Ensure programs have adequate support for 3-year program reviews
3. Clearly communicate assessment expectations and requirements to programs and college faculty

AGENDA ITEMS			
Item	Type	Lead(s)	Approx. Time
Call Meeting to Order <ul style="list-style-type: none"><li>• Meeting called to order at 4:03</li></ul>	Procedural	Justin	0
Planning for January In-services and Assessment Day <ul style="list-style-type: none"><li>• January in-service will focus on HLC. Tom from HLC will presenting to faculty about what the expectations of the peer reviewers, what the visit should look like, and what the visit is/isn't.</li><li>• Other topics will be on website/accessibility, and 8-week course schedule update.</li><li>• APR content morning: John will go over schedule for ILO and cohorts and review academic health documents.</li><li>• APR content afternoon: Cohort 1, cohort 2, and cohort 3 will each have sessions, led by John; open lab on ILO submissions, Justin has volunteered for that.</li></ul>	Open Discussion	John	30
April In-service (April 10 <sup>th</sup> ) <ul style="list-style-type: none"><li>• Focus will be on program health documents and closing the loop, and how do we take data metrics and assess them towards programs</li></ul>			
Program Health Documents <ul style="list-style-type: none"><li>• Concern was raised about waiting until April for assessing data from Program Health Documents.</li><li>• John said the college will get back to having these complete in the fall.</li></ul>	Open Discussion	John	15

<ul style="list-style-type: none"> <li>John stated that some data on the program health documents will not just be benchmarks. Programs will receive the data, and will need to discuss how this aligns with the program's outcomes and assessment needs. John will be working on a process for programs to document this.</li> <li>Starting in August 2026, this data will be provided and analyzed by programs for the prior fiscal/academic year.</li> <li>APR meetings in Spring 2026 will look at the how to make program health document more user friendly for all 3 assessment cohorts.</li> </ul>			
Assessment orientation for new faculty <ul style="list-style-type: none"> <li>How do we make it clear for new faculty what their assessment requirements are annually and for each 3-year cycle?</li> <li>New faculty orientation will be the day before in-services, would this be an appropriate place?</li> </ul>	Open Discussion	John	5
Determine meeting times for spring semester <ul style="list-style-type: none"> <li>Next meeting in January has been scheduled for January 14<sup>th</sup> at 3:00 PM&gt;</li> </ul>	Open Discussion	Justin	5
Adjourn	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	