



Meeting Name: Joint Assessment & Program Review and HLC Assessment Academy Team Committee

Date & Time: August 14th, 2018 1:00 – 3:00 PM

Campus & Room # EGF 301 / TRF 461B

Committee Minutes

Attendees: Jeff Bell, Justin Berry, Mike Curfman, Brian Huschle, Zackary Nicklin, Jodi Stassen, Deb King, Peggy Rogers (APR chair), Brian Suckow

Absent: Stephen Nelson

Topic	Responsible Party	Discussion/Outcome
Call to order		Peggy called to order
1. Approve Minutes		<p>Quick introductions took place.</p> <p>Automotive and construction electricity are remaining program reviews that need to be completed/submitted. Aviation Maintenance is in the D2L shell. The old D2L should be accessible.</p> <p>Annual: There are a number of annual reports not submitted. Peggy named off the list; too many to list.</p> <p>June minutes were sent out by Karl; reviewed minutes.</p>



2. 2017-2018 Program Review Update		Automotive, Construction Electricity – need to be submitted
3. 2017-2018 Annual Assessment Update		Automotive, Construction Electricity, Electronics Tech & Auto Sys, Farm Ops Management, Geospacial Intelligence/Imagery Analysis, Precision Agriculture, and Sales, Marketing & Management – need to be submitted Brian will send a reminder email to those that have not completed. Reminder that this is included in the sustainability
4. 2018-2019 Program Review		Architectural Technology, Business AS, Commercial Vehicle Operator, Farm Operations Management, HVAC-Heating, Ventilation & AC, Nursing-Practical, and Respiratory Therapist APR Committee assignment: Committee member partnered with program as the “go-to” person as previously discussed. Some discussion took place regarding this. Feedback was provided from committee members regarding having someone from outside the area of expertise may be beneficial. Architectural – Jeff Bell Respiratory Therapy – Deb King Nursing-Practical – Zack HVAC-Heating, Ventilation & AC, - Brian Suckow Commercial Vehicle Operator, -Peggy Farm Operations Management - Justin Berry Brian will send out one email and make announcement during in-services next week with the above information to the respective programs regarding contact person etc.

5. Fall Faculty In-Service		<p>Jodi: For Thursday (respective campus), Jodi informed the group regarding who will be leading the a.m. and p.m. sessions. HLC site visit, assessment academy, ILO's faculty development, and institutional research are some of the topics; "academic shuffle," 75 minutes to cover all information.</p> <p>Assessment Academy – what is it and what the project entails. N-drive should be accessible regarding the assessment academy information.</p> <p>Goal for four-year assessment academy included; review for details. These documents include the year-one plan. Review documents in N-drive for detailed timelines.</p> <p>The <i>HLC Assessment Academy</i> - title of folder in N-drive. Jodi will send out Assessment Academy PowerPoint for review prior to in-service.</p> <p>Designated administrators will be presenting the assessment plan and timelines during faculty in-service.</p> <p>Brian indicated the need to touch base on liberal arts gap with ILO assessment.</p>
6. ILO Revision		<p>Timeline: Revision Order: April 01, 2019 is timeline to have revised ILO's distributed.</p> <p>Jodi: Proposed a plan for how to work through ILO revamps – timeline such as picking one ILO per month on average for the group; pulling in division chairs and have the division chairs work with those they umbrella.</p> <p>August 2019 is timeline to start the new cycle with revised ILO's.</p> <p>Schedule rotation will remain the same; assessment schedule will remain the same. The rubric tools will be revised and outcomes will be shorter and more simplified.</p>



		<p>The committee discussed having at least <i>two</i> ILO revisions drafts ready to present during the January in-service; <i>critical thinking and global/civic</i>. Committee members felt that was doable. Jodi will have a foundation for the Assessment committee during the September meeting regarding this.</p> <p>Division Chairs will be included in this process for communicating upcoming revisions. Jodi indicated assessment committee members should attend the division chair meetings to assist in communicating the timelines and process for revisions.</p> <p>Peggy suggested including a "tool kit" for assessment ideas during the introduction of revision process. Future goal to assure program outcomes align well with ILO's (continued mapping).</p>
7. Adjourn		Meeting adjourned at 2:15 p.m.

2018 – 2019 Meeting Schedule			
<i>Date</i>	<i>Day</i>	<i>Time</i>	<i>Room</i>
August 14th, 2018	Wednesday	3:00-5:00 PM	EGF – 149 / TRF – 461B
September 19th, 2018	Wednesday	3:00-5:00 PM	EGF – 149 / TRF – 461B / AC15 / WebEx
October 17, 2018	Wednesday	3:00-5:00 PM	EGF – 149 / TRF – 461B / AC15 / WebEx



November 21st, 2018	Wednesday	3:00-5:00 PM	EGF – 149 / TRF – 461B / AC15 / WebEx
December 19th, 2018	Wednesday	3:00-5:00 PM	EGF – 149 / TRF – 461B / AC15 / WebEx
January 16th, 2019	Wednesday	3:00-5:00 PM	EGF – 149 / TRF – 461B / WebEx
February 20th, 2019	Wednesday	3:00-5:00 PM	EGF – 149 / TRF – 461B / WebEx
March 20th, 2019	Wednesday	3:00-5:00 PM	EGF – 149 / TRF – 461B / WebEx
April 17th, 2019	Wednesday	3:00-5:00 PM	EGF – 149 / TRF – 461B / WebEx
May 15th, 2019	Wednesday	3:00-5:00 PM	EGF – 149 / TRF – 461B / WebEx