

Standard Operating Procedure

Assessment and Program Review

Mission of Northland

Northland transforms the lives of students and our communities through a welcoming, supportive and integrated learning environment.

Vision Statement

Northland will be the premier choice for providing exceptional education that transforms lives and strengthens the communities we serve.

Committee Description and Charge

Provide direction to improve student learning, including oversight of assessing student, and institutional outcomes. Coordinate and facilitate the Center for Teaching and Learning and provide professional development opportunities for faculty to improve student learning outcomes. Establish and evaluate programs and disciplines through an annual review of program outcomes. Establish ad hoc workgroups to support programs.

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Article I. Committee Name

Assessment and Program Review, APR, committee.

Article II. Affiliation with other groups

Section 1. *Professional Affiliation*

A committee of Northland Community and Technical College with multiple locations, offerings online, and colleges in the high school. This committee is driven by a chair, administration representatives and faculty representatives and shares report findings to the following:

- President, Vice President, Dean's and other administration appropriately
- AASC
- Shared Governance
- Accreditors, such as HLC and program specific accrediting bodies

Article III. Purpose, Aims, Functions of the Organization

Section 1. Purpose

The purpose of APR is to support and participate in a culture of continuous improvement through college-wide assessment.

Section 2. Aims

Evaluate the existing program sustainability process for current relevancy and adjust, update or develop new as needed.

Guide an annual review process of academic offerings, providing support to strengthen and enhance future programs.

Provide oversight of the assessment of student outcomes including course, program and institutional and implement a tracking system to ensure this data is available for continuous improvement and planning discussions.

Section 3. Functions of the Organization

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- Assist with In-Service days to support faculty and share our process of assessment to the college.
- Assist programs/faculty with the sustainability process.
- Assist programs/faculty with three-year and annual program reviews.

Article IV. Membership, Composition and Selection

Section 1. The Committee membership will include:

- At least five faculty members, with more added by agreement of committee
 - Faculty from each division represented
 - Membership to include representatives from all campuses
- Up to four Deans and one Vice President from Administration

Section 2. All volunteer names must be submitted to the Vice President and Dean's for membership consideration. Volunteers will be selected with consideration to the responsibilities of the role and as directed by Equity and Inclusion Minnesota State.

Section 3. Faculty will also include those that are required per RCE to be members of this committee.

Article V. Duties, Responsibilities, and Terms

Section 1. Duties and Responsibilities
Committee members are expected to:

- Be active and informed;
- Abide by the Code of Conduct

Section 2. Terms
Committee members shall serve for one year. There is no limit on the number of terms served.

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Article VII. Chair

Section 1. Chair

The only officer of the Committee shall be the Chair, elected by a majority vote of the Committee. The Chair must be a member of MSCF and act as a representative of the bargaining unit.

Section 2. Duties and Responsibilities

- The Chair will review, set, and publish the agenda for each Committee meeting.
- The Chair will respond to originators of agenda items, as necessary.
- The Chair will ensure that the Order of Business is followed.
- The Chair will assign duties to other committee members as appropriate

Section 3. Terms and Vacancies

The Chair may serve in that capacity for one year. There is no limit on the number of terms a Chair may serve.

If the Chair becomes vacant, a new Chair will be elected by the Committee members.

Article VII. Meetings

Section 1. Regular Meetings

Members will meet bi-monthly. Meeting Schedule will be set by committee.

Section 2. Quorum

Voting for approval includes a 2/3 vote by both faculty and administration. In the event the faculty are not able to arrive at a consensus, the disagreement will be tabled until the next meeting and administration will take into consideration the mission of the campus and the action under disagreement.

Section 3. Voting Procedures

Decisions will be made by majority vote, after establishing a quorum. Voting will be conducted by a show of hands or by ballot as requested. The Chair does not vote, except when it is necessary to break a tie.

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