

**NCA Meeting/2011-2013 Self Study**  
**Criterion Four: Academic Programs Evaluation Improvement**  
**Chairmen: Andrew Johnson & Dr. Scott Hanson**  
**Friday, October 19, 2012**  
**Room 218**  
**Time 9:00 a.m.**

Present: Andy Johnson, Dr. Scott Hanson, Rhonda Gustafson, Kathy Henry, Judy Belgarde, Marilyn Delorme, Gabrielle Azure, Stacie Blue, Michelle Short-Azure, Jason Dahl, Kevin Morin, Tasha Morin, Ben Chromjy, Brian LaRocque, Carl Eller and Kristin DeMarr.

Absent: Luke Baker, Forrest Brent Sexton, Joanne DeCoteau, Yvonne St. Claire and the Student Government Representative.

Andy opened the meeting for business at 9:02 a.m. Judy took roll call.

Anita Frederick and Larry Henry came into the meeting to talk about what HLC wants from TMCC. Anita stated that assessment is one of the key elements that they will be looking for. A very lengthy discussion was held on this issue. We are short of members in the retention group. One of the positions needed at TMCC is an Institutional Effectiveness Director which we do not have at this time.

Faculty is required to go through the FARM report. Faculty needs to meet on assessment regularly. They need to assess at classroom level. Determine the worth of all programs.

March 26, 2014 is the next scheduled NCA site visit.

Shared Governance – if you need something addressed have a meeting and then bring it to Administrative Council Meeting. Give it to the faculty representative to bring to the council meeting. We need a good communication plan.

Anita and Larry left the meeting about 10:17 a.m.

Andy had an overhead of Criterion 4.B.

Co-curricular was discussed.

Syllabi is being worked on and it needs to be archived. Syllabus' collected for the past 10 years.

No further discussion, meeting was adjourned at 10:34 a.m.

Minutes are submitted by Judy Belgarde.