

NCA Meeting/2011-2013 Self Study
Criterion Four: Academic Programs Evaluation Improvement
Chairmen: Andrew Johnson & Dr. Scott Hanson
Friday, December 2, 2011
Room 218
Time 9:00 a.m.

Members Present: Andy Johnson, Dr. Scott Hanson, Judy Belgarde, Luke Baker, Stacie Blue, Gene LaFromboise, Ben Chromjy, Cecelia Benimon, Kathy Henry, Jason Dahl, Leonard Keplin, and Michelle Short-Azure.

Not present: Gloria Belgarde, Stephanie Demontigny, Kevin Morin, Jon Patnaude, Marilyn Delorme, Carl Eller, Dennis Houle, Brian LaRocque, Tasha Morin, Pauline Trottier and Yvonne St. Claire.

Andy Johnson and Dr. Scott Hanson are the co-chairs of the Academic Programs, Evaluation and Improvement Committee. Andy opened the meeting. Roll call was taken by Judy Belgarde, recorder for this committee.

The Steering Committee met yesterday.

NCA-HLC's minimal expectations have been changed to proposed assumed practices expectations.

Andy will email the entire GAMMA version to all.

For the most part, TMCC does better than what we expect.

Please gather evidence for the proposed assumed practices as best as you can. If you need help in finding any information, Andy or Scott will gladly help you.

Everybody broke into their designated groups for approximately 10-15 minutes.

GROUP # 1:

Jason Dahl, Luke Baker, Stacie Blue and Leonard Keplin. They were assigned 4.1 and 4.6.

4.1 Faculty member have the authority for the assignment of grades.

4.1 Dual Credit and Assessment of student learning.
Evidence – 2 lines – exit exams? Any programs?

1. Faculty
2. Faculty do assign grades
 - a. Look at counter evidence

4.6 The institution maintains and exercises authority over the prerequisites for courses, rigor of courses, student learning, access to learning resources, and faculty qualifications for dual credit programs.

4.6 Steps in important rigor (5 parts to it). Evidence of vigor was discussed in all groups.

Discussion was held on changes and evidence.

Discussed dual credit.

GROUP # 2:

Kathy Henry and Michelle Short-Azure.

4.4 Faculty members communicate course requirements to students through syllabi.

Have collected syllabi policy manual and syllabus guidelines.

Two instruments:

1. Electronically (Jenzabar0)
2. Paper trail

Paula Hunt will send out a list of those instructors that have not sent out their syllabi.

4.5 Faculty members have significant involvement in the institution's processes for assessment of student learning.

Have collected assessment for 2010.

- FARM (Faculty Assessment Report Matrix) forum
- Assessment report for Teacher Ed.
- Student activities
- TMCC catalog student learning

Assessment was discussed.

GROUP # 3:

Gene LaFromboise and Cecelia Benimon.

4.2 The institution has formal and current written agreements for managing internships and clinical placements.

Co-op Component – Marilyn Delorme put this together and was given to Judy for the minutes. The agreements are in-place in the nursing program.

4.3 A predominantly or solely single-purpose institution in fields that require licensure for practice is also accredited by or is actively in the process of applying to a recognized specialized accrediting agency for each field, if such agency exists.

The nursing handbook has been reviewed by the nursing students. Phlebotomy has been approved. Pharmacy is currently in process. The nursing program has been accredited thru May of 2013. Some discussion was held on this.

The welding program has been accredited.

Andy suggested that someone should take the reins on putting all of this information from all committees and put this into an electronic form for all to have accessibility to all of the NCA information/data that is being collected. Judy informed Andy and all present that Anita Frederick is working on getting this done or has at least brought this to the attention of the Administrative Council and Dr. Jim Davis.

Andy suggested that all groups should polish or add-on to all information that already has been gathered for the next meeting.

Andy and Scott are very impressed with what the groups have already collected and prepared.

The next meeting will be held on March 9, 2012 at 9:00 a.m. in Room 218.

Minutes submitted by Judy Belgarde.