<table>
<thead>
<tr>
<th>Attendance</th>
<th>Location</th>
<th>Next Meeting(s)</th>
</tr>
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<tbody>
<tr>
<td>Members:</td>
<td></td>
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<tr>
<td>Matthew Peterson</td>
<td>Alumni Room</td>
<td>2/29/16</td>
</tr>
<tr>
<td>Robert Benson</td>
<td></td>
<td></td>
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<tr>
<td>Lance Olson</td>
<td></td>
<td></td>
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<tr>
<td>Kim Weismann</td>
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<tr>
<td>Ken Quamme</td>
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<tr>
<td>Dr. John Miller</td>
<td></td>
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<tr>
<td>Kimberli Wray</td>
<td></td>
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<tr>
<td>Minutes:</td>
<td></td>
<td></td>
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<tr>
<td>Caitlin Pallai</td>
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<thead>
<tr>
<th></th>
<th>Commencement</th>
<th>Notes</th>
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<tbody>
<tr>
<td></td>
<td>8:00 AM</td>
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<tr>
<td>Adjournment</td>
<td>8:4 AM</td>
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Minutes:

1. Information Technology – Program Review
   a. IA – 4
      i. Benson – it’s a long mission statement – should be more concise
   b. IB – 1
      i. Overall score amended to 1 b/c requires curriculum map for the future
   c. IC – 1
      i. amended to 1 b/c needs curriculum map
   d. IIA - 3
      i. Dr. M - Need to make sure data is there to support it
   e. IIB - 4
   f. IIC - 1
      i. Doesn’t have the data
   g. IID – N/A
   h. IIE – 1
      i. leave until necessary documentation is provided
   i. IIIA – 4
   j. IIIB – 4
      i. needs student faculty ratio, or more information along those lines
   k. IIIC – 2
      i. needs more data
   l. IIID – 4
   m. IIIE – 4
      i. Nothing from student or employer success – can’t validate where they’re going – more data needs to be provided
   n. IVA – 4
   o. IVB – 3
      i. Dr. Miller – if there are needs, these need to be detailed out
   p. V - 3
      i. More statistics wouldn’t hurt

2. Massage Therapy – Program Review
2.22.16

A Q I P 1 A M i n u t e s
Williston State College

a. 1A – 5
b. 1B – 1
   i. Needs curriculum map
c. 1C – 1
   i. Needs curriculum map
d. IIA – 4
   i. prior certification test has been changed – this needs to be clear – don’t need to put an older test on there if not being used, (if assessment is retired, shouldn’t be used) - rewrite
e. IIB – 4
   i. Dr. Miller – need specifics – need to know that pass rate
f. IIC – 1
   i. doesn’t have enough data – lacks formal survey
g. IID – N/A
h. IIE – 1
   i. find out when next external review is
i. IIIA – 3
   i. Needs more data
j. IIIB – 4
   i. nice to list a student/teacher ratio
k. IIIC – 3
l. IIID – 4
m. IIIE – 4
   i. don’t have results from formal survey
n. IVA – 4
   i. a link to the professional standards
o. IVB – 4
   i. facilities space for improvement
p. V – 4
   i. references market data – but lacks that data

3. Kim Weismann – move to approve 2.1 minutes – seconded by Kim Wray – minutes approved

4. Make sure most up to date schedule is on the s drive

5. Accounting – Update
   a. Dr. Miller – there needs to be some enrollment data – helps to make staffing decisions, resources allocations, etc.
   b. Kim Weismann – confused by third bullet – that instructors are always busy – to say on overload or something else – versus that aforementioned statement – should show overload, etc. if staffing is stretched
      i. Needs to go back to Maren w/ the above recommendations
   c. Dr. Miller – not enough supporting information
d. Lance – perhaps a working workshop for those individuals that don’t know what to do for these reviews
e. Benson – if they know they have deadlines – they need to be aware of the schedule
f. Ken – had a workshop on the COGs when they were all over the place – has helped considerably

g. Kim Weismann – struggle with spring because we don’t have any in service days built in

h. There may be a stronger need in the CTE area