

**Northern New Mexico College
MEETING MINUTES**

Meeting: Assessment Committee	Date: Thu Oct 11 2006
Members: Mellis Schmidt, Larry Tafoya, Ellen Trabka, Ajid Hira, Dan McLaughlin	Time Convened: 9:05
Absent:	Time Adjourned: 10:55
Guests: None	Location: Library study room A
Facilitator: Dan	Recorder: Dan Dan

Findings, analysis, conclusions	Actions	Pers
Approval of agenda. Approved by consensus.		
Review of previous minutes. Change "wedded" to "connected" to avoid confusion. With change, minutes were approved by consensus.		Dan
<p>Old business</p> <p>a. New member: Ajid Hira. Approved by consensus.</p> <p>b. Adoption of IAP. Ellen said the IAP is good overall but planning template needs to spell out targets' relationship to the College's strategic planning process. Other suggestions included: add course description to the syllabus template; require bi-annual reporting on unit planning rather than quarterly planning; add description of capstone course to glossary. The IAP was approved with these changes.</p> <p>Mellis led the group through a sample program assessment plan for the Human Service programs. Dialog focused on differences between goals and outcomes (the first very general, the second, ideally, specific and measurable); the function of a program matrix, which ought to indicate the distribution of outcomes across program coursework; and then the appropriateness of assessment measures to program goals and outcomes - at the level of program (as opposed to courses).</p> <p>Ellen said that outcomes ought to have benchmarks. Dan agreed. Outcomes differ from goals, which should be general, in terms of specificity.</p> <p>Discussion turned to the development of goals and outcomes in math and science. Ajid was asked to begin brainstorming what students need be familiar with, be able to do, and value in science and math by the time they exit our two-year programs. Dan said that these goals and outcomes ultimately must cohere horizontally with the other gen ed goals and outcomes, and vertically with those of the new BA programs. He added that we need to develop at a future meeting an action plan designed to fill out the gen ed goals and outcomes.</p> <p>c. QCV (quality checkup visit). Will take place Oct 18-20. A detailed schedule is being developed. Will be distributed in the next day or so. The AC will meet with several consultant-evaluators. Foci for the conversations with the visitors will be on the IAP, Gen Ed assessment, and vertical coherence between AA and BA programs.</p>	<p>Welcome, Ajid!</p> <p>Make changes in 5/30/06 IAP draft; update and distribute to AC.</p> <p>Set up webpage for AC.</p> <p>Present IAP to AQIP Council for review and adoption/</p> <p>Put on agenda at next meeting to develop action plan for Gen Ed assessment development.</p> <p>Re-read the systems portfolio as it concerns assessment (see first section particularly). Stay tuned</p>	<p></p> <p style="text-align: center;">Dan</p> <p style="text-align: center;">Dan</p> <p style="text-align: center;">Mellis</p> <p style="text-align: center;">Mellis</p> <p style="text-align: center;">Everyone</p>
New business: none		
Announcements. There were none.		
NEXT MEETING - Library Study Room A Thu Nov 2, 2006 - 9:00-11:00		