

**Northern New Mexico College
MEETING MINUTES**

Meeting:	Student Learning Achievement Committee (SLAC)	Date:	Thu Nov 2, 2006
Members:	Bernadette Chavira-Merriman, Bruce Smith, Mellis Schmidt, Larry Tafoya, Ellen Trabka, Dan McLaughlin	Time Convened:	9:00
Absent:	Ajid Hira, Carmella Sanchez	Time Adjourned:	
Guests:	None	Location:	Library Study Room A
Facilitator:	Mellis	Recorder:	Dan

Findings, analysis, conclusions	Actions	Pers
<p>Approval of previous minutes. Dan was reminded of changes in the IAP that were approved at the last meeting: to the syllabus template, bi-annual reporting, and adding capstone to the glossary.</p> <p>Dan said he'd contacted Tom about setting up an assessment webpage; this still needs to happen.</p>	<p>Resend updated IAP to all AC-ers.</p>	Dan
	<p>Get assessment webpage established.</p>	Dan
<p>Old business</p> <p>a. IAP changes and approvals. The IAP needs to go to the faculty association for its review and approval, then the Provost, AQIP Council, President, and Regents.</p>	<p>Initiate approvals of the IAP.</p>	Mellis
<p>Bruce asked about the program review template (appendix D). Dan said that the template was revised last spring without much input or review in order to get it into the systems portfolio. Committee members agreed that we need to review the template critically, revise it as needed, and get it approved in the same way the IAP will be reviewed and approved.</p>	<p>Read through critically the program review template; come to next meeting with comments and recommendations for improvement.</p>	All members
<p>The group agreed to adopt a "train the trainers" model for promoting assessment College-wide. Members will concentrate on a short list of programs to field-test the IAP and its templates, starting with nursing, electronics, and education.</p>	<p>Come to next meeting with program assessment plans for sample programs: Ellen=nursing, Bruce=electronics, Dan=education.</p>	Ellen, Bruce, Dan
<p>b. General education. Discussion centered on the need to separate assessment work from development of the Gen Ed program.</p>	<p>Request to Tony that a new group be formed to oversee and development Gen Ed.</p>	Mellis
<p>New business</p> <p>a. Additional membership. All agreed</p>		

that each department needs to assign a member to the committee. Mellis will contact Donna and Karen for new reps.	Contact folks to recruit new committee reps.	Mellis
NEXT MEETING Thu Nov 30 starting at 9:00 am in the Library Study Room A		