

PTEAC  
Minutes of Meeting  
March 24, 2005

Attending: Carlos Atencio (Chair/NNMN), Rae Lee Siporin (Co-Chair/U. of CA), Carol Brown (MSA/LANL), Christina Esquibel (NNMC), Janette Archuleta (Pojoaque Valley Schools), Jose Griego (President/NNMC), Patrick Tate (NNMC), Pablo Gonzales (NNMC), Carmella Martinez (NNMC/IE), Felicia Casados (NNMC), and Susan O'Brien (NNMC)

- Meeting called to order by C. Atencio
- Approval of Agenda—Motion to approve by R.L. Siporin, Second by S. O'Brien—  
Motion passed
- Approval of Feb. 2005 minutes—Recommended by C. Martinez to change to Northern New Mexico College effective April 2005—Motion to approve by R. L. Siporin, Second by C. Esquibel—Motion passed
- Discussion concerning the role and responsibilities of PTEAC—Professional Teacher Education AQIP Committee

**Jose Griego:**

1. AQIP part of the accreditation process with NCA
2. Follows the Malcolm Baldrige process
3. NNMC volunteered to be part of this process—Approved for 8 years until 2008-09
4. AQIP process not based on top-down decision making. It is an introspective process in which feedback comes from the grassroots level for continuous quality improvement.
5. Four major objectives for improvement: Teacher Education, Effective Resource Management, Student Services, and Communicating Across the Curriculum—each has a committee
6. Outside involvement makes for stronger committees
7. Critical features of AQIP include participative management and data based decision making to measure effectiveness.

8. Assessment criteria that comes from the faculty: Course rubrics, identification of assessment activities, gathering data to report to C. Martinez. NCA requires 3 years of longitudinal data for each course.
9. Examples of data include: Student Learning Outcomes Assessment (SLOA), student tracking, distance education (are we reaching Rio Arriba, Taos, Santa Fe, & Los Alamos?), and employer satisfaction surveys
10. Feedback Loop—AQIP Committee to AQIP Council to the President to the Board of Regents with timely feedback to committees (within 3-4 weeks) or Charipersons to Administrative Council to the President and Board of Regents then back to initiating agent(s).

**Carlos Atencio:**

1. When hiring staff/faculty there needs to be standards against which to assess performance and the effectiveness of the hiring process. This should include student satisfaction while students and after graduation
2. What is the process when developing new programs or courses?
3. Protocols for field placements and clinical practica in collaboration with school districts

**Felicia Casados:**

1. Projects can be retired in AQIP process
2. Prioritize projects with the goals. Other projects will surface within the day-to-day operations of the College

**Janette Archuleta:**

Need to relate AQIP process to practitioners and what we need to see in the classrooms—students' data goals and reflective teachers

**Carlos Atencio:**

1. Need to include adjunct faculty in data process
2. There is a need for a solid database in teacher education
3. Northern should articulate academic expectations and standards to the high schools

PTEAC will meet every other month for day-long sessions—all agreed

Motion to adjourn by S. O'Brien, Second by J. Archuleta—Motion passed