

# NORTHERN New Mexico College



CLASs Committee Meeting  
IR Conference Room  
Agenda & Minutes

10/17/17 from 2:30-3:30 pm

Present:

College	Member AY 2017/2018
College of Nursing and Health Sciences	Dr. Ana X Gutierrez Sisneros
College of Arts and Sciences	Dr. Sushmita Nandy
College of Business	Dr. Jee Hwang
College of Education	TBD in the future
Office of Institutional Research	Tamara Trujillo

*\*not present: College of Engineering and Technology-Dr. Jorge Crichigno*

1. Update on Rubric Training:
  - A. Agendas due 10/18/17:
  - B. Post sample syllabi and assignment examples on web page.
  - C. **Collect assessment instruments - ask Carmella if we can collect instruments through surveymonkey at the time that faculty are submitting the data. We want examples for faculty to look on our web page.**
2. We will review the assessment section of our Higher Learning Commission Interim Report.
  - Tamara will share a google document with the assessment section of the report.
  - Feedback from CLASs Committee Members due by 10/20/17
    - Received feedback from Jorge and Jee.
3. How do we want to analyze the data? What template can we use?
  - We should be able to filter by instructor or department?
  - Ask joe to run student data for specific crns (spring & fall 2017) that includes: banner id, year of enrollment, number of total credit hours, gender, rank, majors - we can separate double counts if we can filter by banner ID.
  - We should consider developing an individual rubric for 100/200 levels and 300/400 levels; with a 4 point scale from beginning to developing and a 4 point scale from accomplished to exemplary.
4. We will plan for the NNMC Curricular Assessment Day to take place on February 16, 2018:
  - We need to create the agenda and facilitate this event for our colleagues.
  - **Agenda due by: TBD**
5. Assessment Instrument
  - A. Dr. Jee Hwang

B. Tamara will research ACT/CAAP:

<http://www.act.org/content/act/en/products-and-services/act-collegiate-assessment-of-academic-proficiency/using-CAAP.html>

C. Continue looking for research based assessment providers

Dr. Nandy will ask Texas Tech and UTEP

Dr. Hwang will do some google search.

Dr. Sisneros Guterrez recommended ATI or Kaplan.

D. We may have to develop an assessment for Cultural Sustainability, and separate Research from Information Competency.

6. Determine logistics for our future committee meetings:

■ Bi-monthly (dates and time) 2:30 -3:30 on Tuesday

■ Next meeting :11/7/17

■ Question- Do we need someone else from humanities and arts represented on the committee?