

NORTHERN New Mexico College



CLASs Committee Meeting
IR Conference Room
Agenda & Minutes

11/7/17 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 Engineering and Technology	Not in attendance.
College of Business	Dr. Jee Hwang
College of Education	TBD in the future
Office of Institutional Research	Tamara Trujillo

1. Update on Rubric Training held 10/20 & 10/27:

A. The following faculty attended rubric training as participants:

10/20/17

Cultural Sustainability Rubric Training- Dr. Ana X Gutierrez Sisneros and Tamara Trujillo provided the training. Dr. Jee Hwang provided input on agenda and training resources.

Faculty attended - Dr. Sushmita Nandy, Dr. Ashis Nandy, Dr. Steve Cox, Joaquin Gallegos, David Lindbloom, Mateo Frazier

Information Competency and Research Rubric Training: Dr. Steve Cox and Joaquin Gallegos provided the training.

Faculty attended - Dr. David Torres, Dr. Rhiannon West, Tobe Bott-Lyons, Dr. Sushmita Nandy

10/27/17

Cultural Sustainability and Information Competency and Research Rubric Training: Dr. Jee Hwang and Tamara Trujillo provided the training for Cultural Sustainability. Dr. Ana X Guiterrez provided input on agenda and training resources. With regards to Information Competency and Research - Joaquin Gallegos and Tamara Trujillo presented the training materials.

Faculty attended - Dr. Barbara Coulter

B. Sample syllabi and assignment examples on web page to share with other faculty.

1. They are currently published on the curricular webpage.

C. Collect assessment instruments (assignment) - can we collect instruments through surveymonkey at the time that faculty are submitting the data. We want examples for faculty to look on our web page.

1. We can request faculty share their instruments (assignments) within in a google folder that Tamara

creates then we can publish on the web.

- D. Tamara will remind faculty to complete assessment data entry by end of term. Provost recommended first week in December. In the email provide a link to the google folder. Also in the email describe “assessment instrument” and give examples. Let them know that the CLASs committee now wants to collect the instruments to provide examples.

2. Higher Learning Commission Interim Report.

- A. *We shared with the HLC Liaison and he provided feedback, as a result Dr. Lopez added more information to the assessment introduction providing the history since 2014. Presently, Dr. Lopez is asking for the Deans/Chairs to provide feedback prior to sending the final draft to the HLC by 11/20/17.*
B. *Tamara will send email with report to committee.*

3. How do we want to analyze the data? What template can we use?

Previous meeting 10/17/17:

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.

This meeting 11/7/17:

1. Carmella can run our data for us. She suggests: Full-time/Part-time, Gender, Class, Majors. We are going to merge surveymonkey with banner on 11/8/17. I should information for our next meeting.

2. We should come up with assessment report questions:

At the 100/200 level:

Can students communicate

4. Assessment Instrument Research:

- A. Continue looking for research based assessment providers:

Dr. Nandy will ask Texas Tech and UTEP

Dr. Hwang will do some google search.

Dr. Sisneros Gutierrez recommended ATI or Kaplan.

Tamara will research ACT

- Ask for pricing regarding Applied Math Assessment per student.

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

5. We need to 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

6. Determine logistics for our future committee meetings:

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

■ Next meeting : to be determined.

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