

NORTHERN New Mexico College



CLASs Committee Meeting
 IR Conference Room
 Agenda & Minutes

1/18/17 from 2-3 pm

Present:

College	Member AY 2017/2018
Provost	Dr. Ivan Lopez
Director of IR	Carmella Sanchez
College of Nursing and Health Sciences	Dr. Ana X Gutierrez Sisneros
College of Arts and Sciences	Not in attendance - Heather Winterer
College of Engineering and Technology	Dr. Sadia Ahmed
College of Business	Dr. Jee Hwang
College of Education	TBD in the future
Office of Institutional Research	Tamara Trujillo

*Invite another Arts and Sciences representatives - Dr. David Torres and Mateo Frazier

1. Dr. Lopez is available to provide guidance and answer questions regarding Assessment Day (2/16/18, 9 a.m. - 12 p.m., location to be announced).
 - a. Action plan to improve performance results.
 - b. Present spring 2017 and fall 2017 data
 - c. We agree on something we can change - very simple - that we can implement across the board- Jee suggests college wide support systems/
Ivan provided examples- we expand oral communication in our courses; allow our students more opportunity to communicate
 - d. It can't be dependent on specific depts.
 - e. This committee gather ideas and determine which strategies we will implement.
 - f. Ivan wants us to be prepared for a visit by HLC.
 - g. This information gathered can inform Gen. Ed. Committee
 - h. Depts. consider capstone courses for 300/400 level assessment - spring 2018.
Tamara send an email today or tomorrow to Deans/Chairs asking for 300/400 level courses and suggest capstone courses or a course that has healthy enrollment.

- i. We need to have more classes from Arts and Sciences.
 - i. Demographics are relevant if the numbers are significant or different. If we identify a pattern that needs to be discussed
2. Review a Draft Agenda for Assessment Day (2/16/18 9 a.m. to 12 p.m.)
 - a. discussion and agreement
 - b. Roles, Tasks, Timeline
 - We will determine roles and tasks in preparation for Assessment Day
 - We will determine roles during Assessment Day
 - We will determine a timeline for accomplishing tasks leading up to the Assessment Day
3. Data we want to present to group in a powerpoint presentation or handout
 - a. demographic data: Dr. Jee Hwang
 - b. survey monkey charts
 - c. determine a work session where we put the presentation together**
2/1/18, 2-3:30 pm, Institutional Research Conference Room
 - d. We should provide basic analysis.**
4. **Determine logistics for our future committee meetings:**
 - **Weekly meetings on Thursdays from 2-3 p.m.**
 - **Next meeting: 2/1/18, 2-3:30 p.m., Institutional Research Conference Room**