

Co-curricular Committee Agenda/Minutes in Red

Library Computer Laboratory

3/23/17

3-3:45 pm

I. Pilot Assessment - Library / Eagle Tech Service

Facilitator - Amy Ortiz

Deploy - March 27 through May 12, 2017

Target number - 50 respondents

A. Committee reviewed and provided Amy Ortiz feedback on the Draft of Eagle Tech Support Survey

Draft of Eagle Tech Support Survey:

The mission of the Eagle Tech Support Center is to strengthen the technology skills of NNMC students. By developing these vital skills we will increase a student's ability to successfully complete a degree program in today's information and technology-centered world. Rather than allowing students to sink or swim in a sea of technology, we can support the development of necessary technology skills and enhance learning and retention.

Co-curricular Goal:

Career and Lifelong Learning

Co-curricular Student Learning Outcomes:

Students will develop practical technology skills that will foster their academic and professional development. These skills can include, but are not limited to:

- Utilizing email and other digital communication tools effectively
- Utilizing software applications and web platforms for academic and professional purposes
- Utilizing and troubleshooting basic hardware

Measure:

Survey of 50 students who visit Eagle Tech Support between March 27 and May 12.

Survey:

Eagle Tech Support assisted with the development of the following practical technology skill (check one):

Utilizing email and other digital communication tools effectively <input type="checkbox"/>	Utilizing software applications and web platforms for academic and professional purposes <input type="checkbox"/>	Utilizing and troubleshooting basic hardware <input type="checkbox"/>
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Detail: _____

1. Prior to your visit to Eagle Tech Support today, how would you rate your ability to perform the above mentioned skill? *Please Circle -*

5 - Expert, 4 - Confident, 3 - Capable, 2 - Novice, 1 - Completely unfamiliar

2. After your visit to Eagle Tech Support today, how would you rate your ability to perform the above mentioned skill? *Please Circle -*

5 - Expert, 4 - Confident, 3 - Capable, 2 - Novice, 1 - Completely unfamiliar

3. Do you feel confident that you will be able to perform this task/ skill without the help of Eagle Tech Support in the future? *Please Check -*

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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II. Pilot Assessment - Advisement

Facilitators - Tobe, Tamara, Patricia

Date for Tobe's two classes: April 10, 2017

Times: 9:30 am and 11:00 am

Tobe will contact Catherine Lym and Pelham Flagg to ask permission to conduct a focus group discussion with their courses come time in April.

Tobe offered to record the focus group discussions and Tamara/Patricia can facilitate the discussion with the students. Tobe just recently purchased an audio recorder that we can use to record the students responses to our questions.

Tobe will draft focus group questions by April 5th, 2017 and the committee will provide Feedback. He will identify the outcome(s) based on information collected from other advisors.

III. Review Diversity Pilot Assessment Data-

Tamara will ask Carmella if we can separate pre assessment from post assessment data in in survey monkey?

Presently the data is presented as summative data.

IV. Co-curricular Work Session / "Retreat"

The LANL Foundation is unable to host us on 6/23/17 our original date. The committee agrees that we should change the date to 6/22/17.

Tamara will call Patsy Chavez at the LANL Foundation and change the reservation and will send out a google calendar invite to others for 6/22/17 versus 6/23/17.

The committee will begin drafting an agenda for the work session.

The Office of the Provost will be providing coffee, water, and pizzas for lunch.

The committee can ask attendees to sponsor a hospitality table by bringing snacks to share with the group.