

**Co-curricular Committee Agenda/Minutes in Red**  
**Library Glass Room**  
**3/2/17**  
**3-3:45pm**

- I. Debrief on 2/20/17 meeting with President's Student Service Committee Meeting
  - A. Tamara will email questionnaire to participants as she has not received the hard copies from these participants. Tamara emailed the Student Services Team on 3/3/17 and email requesting that they complete the questionnaire by 3/10/17.
  
- II. Debrief: Office of Equity and Diversity - Featured Speaker Dr. Jamal Martin - Student Surveys  
Student learning outcome: Students will explore culture and identity. Objectives: They will define: Minority Serving Institutions, Social Justice, and Heritage Knowledge. They will also recognize Black Heritage Month.  
Assessment Instrument: Student survey with quantitative and qualitative questions. We will need help to code written responses.
  - A. Patricia provided the completed questionnaires.
  - B. Tamara will input into survey monkey.
  
- III. Dates to pilot assessment:  
Library- Date: 3/20/17, Assessment Instrument: Survey 50 students  
Advisement - Date: 3/27/17, Assessment Instrument: Focus Group with FYE classes.
  
- IV. Assessment Retreat: June 23, 2017 Change to Co-curricular Committee Worksession  
We need to complete an application online.  
  
Location: LANL Foundation  
Time frame: 9 am - 5 pm  
**We need to submit a conference room reservation form one month prior. I tried downloading the form and could not do so.**
  
- V. Tobe Bott-Lyons provided us with the following info:  
Webinar: This is Free



**Key Dimensions in Assessment of Higher Education**  
**Tuesday, April 11 from 12:00pm to 1:00pm CT**

- VI. Tobe Bott-Lyons provided us with the following retreat info.

Friends and Colleagues,

Please consider bringing a team to the 2017 NMHEAA Summer Retreat (or come by yourself!), held once again in lovely Ruidoso, NM, June 25-28, 2017. The Retreat offers the opportunity for teams of four to work on institutional projects related to assessment, retention, strategic planning, etc. Should your college accept this opportunity and challenge, both institutional teams and individuals can expect to return to their respective campuses with projects well underway.

One member of each team should be designated as the team leader. The leader will be responsible for staying in contact with the Retreat, completing the Retreat application form, initiating the processing of the attached invoice (which should be started ASAP), coordinating the development of the poster for NMHEAR 2018, and submitting any necessary post retreat documents.

Pierre Laroche and I will be the Retreat facilitators. We both have strong and diverse backgrounds including accreditation, classroom and program assessment, qualitative and quantitative assessment measures, and institutional leadership.

The total cost of the Retreat for a team of four will be \$2,750—\$ 750 for additional participants—due by April 7. (After April 7 the cost is \$2,850, and after May 12 the cost is \$3,050.) This cost includes registration, hotel, and most meals. It does not include travel expenses for your team members. Registration is due by April. Additional overnight arrangements at the retreat price can be made with the MCM Elegante Lodge & Suites, the hotel for the retreat <<http://www.thelodgeatsierrablanca.com/>>.

I'm happy to answer any questions you may have or provide additional information.

Warm Regards,

Susan (NMHEAR Conference Director)

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