



Co-curricular Committee Meeting
IR Conference Room
Agenda & Minutes
3/9/18

Present at meeting:

Dept./Program	Name
Library Director	Amy Ortiz
Office of Institutional Research	Tamara Trujillo
Registrar	Gerald Wheeler

We invited: Gerald Wheeler,

- I. We assisted the Registrar to complete their co-curricular assessment plan.**
 - a.) We utilized the co-curricular assessment plan pdf form.**
 - b.) Gerald wanted to create a commencement ceremony survey for students graduating from NNMC.**
 - c.) Gerald wanted to know how to improve petition to graduate processes.**
 - d.) Gerald wanted to know how to improve the graduation experience for students.**

- II. We created a student survey in google forms.**
 - a.) The registrar wants the Provost to email the NNMC graduates in May of 2018.**
 - b.) The registrar will use the aggregated data to complete the co-curricular assessment report in order to identify areas for improvement for the upcoming semester.**
 - c.) The registrar will present the survey results at the Co-curricular Assessment Retreat in July.**