

Co-curricular Committee Agenda/Minutes in Red

Library Computer Lab or glass room?

4/20/17

3-3:45 pm

Present: Tamara Trujillo, Tobe Bott-Lyons, Amy Ortiz

Dr. Patricia Trujillo was unable to attend.

I. Pilot Assessment - Advisement/FYE - 4 courses

- ★ We administered hard copy surveys to the FYE students in our focus groups. The Advisement Office Work Studies are presently recording data from hard copies to a google form.
- ★ We will identify a date after graduation (5/15/17) to listen to the audio of our focus groups. We will identify themes and quotes we want to use for our report.

II. Diversity Pilot Assessment Data:

- ★ Still in progress. Tamara is entering data.

III. Co-curricular Work Session / “Retreat” 6/22/17:

- ★ Do we want to invite a guest speaker? We may not have enough time to have a guest speaker.
- ★ We created a shared google doc where we are crafting the agenda for the retreat. We want to identify deliverables and work backwards to identify engaging activities for attendees.

IV. Draft of Co-curricular Assessment Report:

- ★ Tamara shared - Dr. Lopez and Carmella Sanchez suggest we coordinate a conference call with our HLC Liaison to determine what template or format we should use for our report due in fall of 2017..
- ★ Tamara shared that Dr. Lopez recommended that after the retreat we begin to draft the HLC report during summer of 2017.
- ★ Tamara will work with Carmella Sanchez to coordinate a phone conference call with our HLC Liaison asap.
- ★ Tobe wants to know the logistics regarding our HLC report in order to determine logistics around his Fall 2017 Internship with the Office of Institutional Research.

V. Update on Library Pilot - Eagle IT Survey.

- ★ Amy Ortiz reported that we only have 7 surveys to date. We discussed that since this is a pilot we will collect up until the end of the spring semester and that will be our sample for data reporting.