

Co-curricular Committee Agenda/Minutes in Red
Library Computer Laboratory
4/6/17
3-3:45 pm

I. **Pilot Assessment - Advisement/FYE**

Facilitators - Tobe, Tamara, Patricia

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

Times: 9:30 am and 11:00 am, Location: TEC 107

Date for P.Flagg: Thurs., April 11, 2017

Time: 5:30pm – 6:30pm, Location: TEC 107

Date for K.Lim: Thurs., April 13, 2017

Time: 2:00pm - 3:00pm, Location TEC 107

- Tobe offered to record the focus group discussions and Tamara and or Patricia can facilitate the discussion with the students regarding his classes. Tobe mentioned that he could help out with the focus groups regarding P. Flagg and K. Lim courses.
- Tobe just recently purchased an audio recorder that we can use to record the students responses to our questions.
- Tobe shared focus group questions:
- The committee provided the following feedback:

II. **Co-curricular Work Session / “Retreat”:**

- Ryan and Kathleen have been the only two from the Student Services Committee who have completed the inventory. Do we want to have the attendees complete the inventory at the Retreat? Tamara will resend survey link to this group.
- The LANL Foundation is able to host us Thursday 6/22/17. Tamara submitted another reservation form with the revised date. Patsy Chavez from the LANL Foundation said we have to leave the building by 4:15.

- 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.
- Next meeting we can start Drafting the agenda.

III. Diversity Pilot Assessment Data:

- Tamara is looking into separating the Diversity Pilot Assessment Data. She needs to work with Carmella to determine if we can do this. If Tamara has to re-enter pre/post data she may have to do it in May.

IV. Draft of Co-curricular Assessment Report:

- Dr. Lopez and Carmella Sanchez suggested we have a conference call with our HLC Liaison to determine what template or format we should use.
- Dr. Lopez recommended that after the retreat that we draft the report in summer.

V. Update on Library Pilot - Eagle IT Survey.