

# NORTHERN New Mexico College



## CLASs Committee Meeting - NNMC Boardroom - 11/29/18, 11am - 12pm Agenda & Minutes

College or Department	Committee Members	Attendance: Yes or No
Institutional Research	Tamara Trujillo	Y
Education	Dr. Sandra Rodriguez	N
Nursing and Health Sciences	Sarah Bogar	Y
Business	Victoria Erhart for Patrick Mellon	Y
Engineering and Technology	Dr. Bryan Malone	Y
Biology, Chemistry, and Environmental Science	Joaquin Gallegos	Y
Language and Letters and Humanities and Social Sciences	Heather Winterer	Y

- I. Deans and Chairs providing evidence that we are implementing “**Improvement Strategies**”
  - A.) Review strategies for improvement - handout
  - B.) Discuss how to assist our Deans and Chairs in collecting this specific evidence
  - C.) Tamara will email a reminder for Deans and Chairs to collect evidence by 12/7/18
    - Invite them to attend our 12/6/18 meeting if they have questions or need support
  
- II. **Faculty identified by Deans and Chairs should enter rubric data by December of 2018**
  - A.) CLAS Committee members will assist these faculty members in entering their rubric data for each individual student
  - B.) Faculty members can also contact Tamara Trujillo for assistance
  
- III. **Identify a date for Assessment Day: February 22, 2019**
  - A.) The Committee will have the morning to lead faculty through analysis of data collected during previous two semesters and we will develop strategies for improvement.
  - B.) Next meeting we will begin to discuss previous agenda and committee assignments.
  - C.) Tamara sent an email to Dr. Lopez to announce the Assessment Date at his upcoming ACD Meetings.
  
- V. **Future meetings**

December 6, 2018/ 11am - 12pm / Student Government or NNMC Board Room

In January - change meeting day to Tuesdays