



## CLASs Committee Meeting - NNMC Boardroom - 12/6//18, 11am - 12pm Agenda & Minutes

College or Department	Committee Members	Attendance: Yes or No
Institutional Research	Tamara Trujillo	Y
Education	Dr. Sandra Rodriguez	Y
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. **Improvement Strategies**

- A.) Review strategies for improving student learning outcomes handout - also found on curricular web-page
- B.) Discuss how to assist our Deans and Chairs in collecting evidence
  - Some Deans need clarification on the types of evidence they can provide
- C.) Action: The committee craft a clarifying email to Deans and Chairs on the types of evidence they can provide
  - Tamara can email Deans and Chairs on 12/7/18
  - Deans and Chairs were invited attend our 12/6/18 meeting if they had questions or need support

### II. **Faculty enter rubric data by December of 2018**

- A.) Action: CLAS Committee members please continue to assist these faculty members.
  - Committee members will touch base with faculty this week of 12/3/18
- B.) Action: Tamara will continue to email a weekly reminder to faculty, Deans, Chairs, and committee members each week.

### III. **Review Assessment Plan Timeline**

- Action: Make recommendation to Provost and ACD Group week of 12/10.
- Decision: The committee agreed to implement the Timeline within the Assessment Plan.

### IV. We did not get to: **Review PD (10/17/18) Feedback**

### V. We did not get to: **Review Assessment Day Agenda - February 22, 2019**

- A.) We will have the morning to lead faculty through analysis of data collected during previous two semesters and we will develop strategies for improvement.
- B.) In new year we will finalize agenda and committee assignments.
- C.) Action: We can send out a SAVE the DATE for college community.

### VI. **We did not get to discuss: CLAS Committee members collect examples of syllabi and assignments for Curricular Web Page in preparation for our Assurance Review - Shared Google Doc**

- A.) Cultural Sustainability - Due October 2018
- B.) Information Competency and Research - Due November 2018
- C.) Communication - Due January 2019
- D.) Information Competency and Research - Due February 2019

### VII. **Future meetings:** In January - change meeting day to Tuesdays