

NORTHERN New Mexico College



CLASs Committee Meeting - NNMC Boardroom - 2/19/19, 10 -11 am 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 - phone conference	Y
Business	Victoria Erhart	Y
Engineering and Technology	Dr. Behnam Mousavi	N
Biology, Chemistry, and Environmental Science	Joaquin Gallegos	N
Language and Letters and Humanities and Social Sciences	Heather Winterer	Y

I. Dr. Lopez approved email communication to Deans/Chairs:

A.) Email communication sent on 2/18/19 by curricular@nnmc.edu email account

Dear Deans and Chairs-

The CLASS Committee has determined that we have completed our *College-wide Student Learning Outcomes Pilot*. Henceforth, the following outcomes will be assessed every semester. The CLASS Committee would like for you to review a draft course list below and edit as necessary to reflect your decision. Also, please share this information with program directors, and faculty to make sure that assessment takes place every semester.

ASSESSMENT PLAN -

Spring Semesters

- 100-400 level courses that assess **Communication and Critical Thought**

Fall Semesters

- 100-400 level courses that assess **Information Competency and Cultural Sustainability**

SPRING COURSE LIST - NEEDS TO BE REVIEWED AND UPDATED

Please review the Google Document and make any edits necessary. The shared document is a what was provided to the committee in previous semesters.

[**CLICK ON GOOGLE DOCUMENT TO EDIT**](#)

Second Annual Assessment Day - March 8, 2019 - SAVE THE DATE FLYER

Please invite full time faculty to attend this important event. Presently, logistics are being coordinated see and share this flyer. An agenda will be shared with all soon.

B.) Clarification email sent on 2/18/19 to the Deans and Chairs after the above email was sent

For Clarification -

You can edit the [GOOGLE DOCUMENT](#) shared with you here and below. The Google Document identifies courses assessed in previous semesters. Now that the Assessment Pilot is complete, **you can identify which course(s) your college/dept. will assess this spring 2019 semester. We are now assessing 100 thru 400 level courses.**

ASSESSMENT PLAN - Spring Semesters - Spring 2019

For Example:

- **100 or 200 level: (1) course to assess Communication**
- **100 or 200 level: (1) course to assess Critical Thought**

- **300 or 400 level: (1) course that assess Communication**
- **300 or 400 level: (1) course to assess Critical Thought**

- **a course that assesses both of the outcomes (Communication and Critical Thought) can also be selected.**

II. Discussion regarding Second Annual Assessment Day March 8, 2019

- Provost Office will sponsor coffee and doughnuts
- The CLASS Committee endorses the idea of Student Senate and/or Ambassadors participating in group work (1-5 students)
 - we are not sure on the exact number of student who will participate
- Student Senate will sponsor lunch (\$90) - pizzas and water
- Heather will share Second Annual Assessment Day Flyer with faculty senate
- Tamara will work with Deb to broadcast to faculty as well
- Jay Parkes, confirmed that he will present on 3/8/19
- Tamara will email Deans and Chairs to ask if they can recommend a faculty member (identified in the 2019 College-wide Student Learning Outcomes Course List) to participate on a faculty panel to share: college-wide student learning outcomes: assignment, assessment, and how they are implementing at least one effective, student learning improvement strategy. Share the strategies as an attachment to the email..

III. Assessment Day Agenda Edits - remove faculty survey

DRAFT Northern New Mexico College Second Annual Assessment Day Closing the Feedback Loop: "Translating Assessment into Action in the Classroom" March 8, 2019 8:30 am – 2 pm Administration Building, Room 101/102	
8:30-9:00	Morning Mingle - Coffee and Doughnuts
9:00- 9:15	Provost Closing the Feedback Loop

9:15 - 10:30	Guest Speaker - Dr. Jay Parkes Closing the Feedback Loop: " Translating Assessment into Action in the Classroom"
10:30 -10:35	Break
10:35 -11:15	CLASS Committee Presentation including Rubric Data
11:15 -12:00	Faculty panel will share an effective, student learning strategy that has been implemented since last Assessment Day.
12:00 - 12:30	Mid-day Mingle - Pizza
12:30 -1:00	Groups develop strategies for improvement: Communication Critical Thought
1:00 -1:30	Groups develop strategies for improvement: Cultural Sustainability Information Competency and Research
1:30 - 1:45	Gallery Walk Each person votes for one strategy per student learning outcome. Each person gets 4 stars.
1:45 - 2:00	Share and discuss our top strategies

III. Future Meetings: Tuesdays - 9:30 am - 10:30 am

- Weekly the month of February and the first week in March
- Bi-monthly after March 8, 2019 - March, April, and May

Future Meeting Agenda Items:

I. Strategies to Improve Student Learning 2018

A.) Last Years Action: The committee sent a clarifying email to Deans and Chairs on the types of evidence they can provide

- Tamara emailed Deans and Chairs on 12/7/18
- Deans and Chairs were invited to attend our 12/6/18 meeting if they had questions or need support

B.) We need to look at we have. Do we have sufficient evidence?

- Action: Make recommendation to Provost and ACD Group
- Cultural Sustainability - evidence due
- Information Competency and Research - evidence due
- Communication - evidence due
- Critical Thought - evidence due

II. Share a print out of surveymonkey report and cross reference with course list

C.) Did faculty members enter their data? YES or NO

