

NORTHERN New Mexico College



CLASs Committee Meeting - NNMC Boardroom - 2/5/19, 9:30 am - 10:30 am 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	N
Engineering and Technology	Dr. Behnam Mousavi	Y
Biology, Chemistry, and Environmental Science	Joaquin Gallegos	Y
Language and Letters and Humanities and Social Sciences	Heather Winterer	Y
ESCALA Educational Services Inc..	Dr. Melissa Salazar	Y

- I. Review Assessment Plan Timeline - Craft an email to Dr. Lopez - with assessment plan for spring 2019
- A.) Decision: The committee agreed to implement the Timeline for spring 2019.
- B.) The Committee Emailed the Provost the following information -
- The CLASS Committee met this morning and wanted to share some information that effects college-wide assessment.
- 1.) As per our Assessment Plan we have completed our Pilot. Henceforth, the following outcomes will be assessed every semester. We would like for you to share this information with Deans, Chairs, Program Directors, and faculty to make sure that this assessment takes place at the end of every semester.
- Permanent -
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
- 2.) We would like to schedule our Second Annual Assessment Day for March 8th, 2019 from approximately 9 am to 2 pm. Next meeting we will draft an agenda. If possible we would like to provide coffee in the morning and lunch at noon. Can you help us find resources for food and to hire a keynote speaker?
- 3.) If this date works for you, we will also need your help in reinforcing to the faculty that attendance at Assessment Day is mandatory.
- Perhaps you would like to attend our next meeting, 2/12 from 9:30 to 10:30 am.
- II. Decide on Assessment Day either March 8 or 29, 2018
- Possible ideas for the future - create a student resource page.

- III. Review previous Assessment Day Agenda (2/22/19)
- 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. Do we want a ½ day or full day? 8:30-12:30 or 9 am - 2pm
 - B.) We get approval from the Provost to email a Save the Date message to faculty, Deans and Chairs.
 - C.) We would like to provide coffee in the morning and lunch for the afternoon.
 - C.) What kind of training would be beneficial :
 - Interpreting the data to come up with college-wide strategies,
 - Best practices,
 - Key note speaker,
 - Rubrics related HSI,
 - and faculty panel sharing assignments related to outcomes.
- V. Future Meetings: Tuesdays - 9:30 am - 10:30 am
- Weekly the month of February
 - Bi-monthly the month of March, April, and May
- VI. Escala Inc.
- Melissa described the professional development services available for Hispanic Serving Institutions. Her company would like to collaborate.
- VII. Next Meeting: 2/12/19, 9:30 -10:30 am, in the Student Government Office

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 attend our 12/6/18 meeting if they had questions or need support
 - E.) 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. We did not do - Share a print out of surveymonkey report and cross reference with course list
- A.) Did faculty members enter their data? YES or NO

