



## MINUTES

Assessment  
Committee Regular Meeting

December 9, 2022  
8 am, Google Meet

- I. Establishment of Quorum  
Rachel Lucero, Larry Fields, Andrellita Chavez, Nicole Collins, Germaine Sandoval , Betsy Sanchez, Denise Fox, Ray Varela, (Elaine Montaña) Liaison
- II. Call of Meeting to Order
  - A. Meeting came to order at 9:02 a.m.
- III. Approval of Agenda: 12/9/22
  - A. Germaine motioned to approve the December 12, 2022 Agenda. Larry seconded the motion. All in favor, motion carried unanimously.
- IV. Approval of Minutes: 11/4/22
  - A. Germaine motioned to approve the November 4, 2022 minutes. Larry seconded the motion. All in favor, motion carried unanimously.
- V. Informational/Discussion Items
  - A. PLOA update
    1. Only one department submitted the PLOA (Programmatic Learning Outcomes Assessment).
    2. PLOA is an assessment completed yearly according to HLC requested the assessment to look at programs meeting student needs.
    3. PLOA Approved by directors and VP for Academics.
    4. Encourage other departments to submit PLOA no later than January 2023.
  - B. CLOA update
    1. CLOA (Course Learning Outcomes Assessment). Sent reminder to all faculty. Add comment to CLOA form when student performance is not successful and describe the clarification of failure. Committee agreed.
    2. Provide GEN ED assessment for HED.
    3. Alignment between GEN ED and Assessment.
    4. The three assignments using for CLOA should also be the same assignments present on GEN ED skills. It should include: Communication, Critical Thinking, Digital information, Literacy, Quantative Reasoning, and Personal and Social Responsibility.
    5. Insert one question on an exam or assignment that shows skills analyzed.
    6. The GEN ED and CLOAS can be aligned together.
    7. CLOAS are due by next week and can be submitted to google classroom or via email.

- C. HLC update
  - 1. Criterion 4: Assessment.
  - 2. Get narrative out to Dr. Day.
  - 3. Final narrative due April, 2023.
  - 4. Site visit scheduled September of 2023.
  
- D. Co-curricular assessment of student
  - 1. Created a questionnaire for students to fill. It outlines for example: tutoring, Registrar, or advisors.
  - 2. Using ACE to measure success data.
  - 3. Support services- update - Google form for students to fill.
  
- E. F.S. In-service week
  - 1. CLOA due by Wednesday, December 13, 2022 no later than 5 p.m.
  - 2. Grades due by Monday, December 12, 2022 by 12 noon.
  - 3. Mental Health Training, Thursday, December 15, 2022.
  - 4. In-Service week of January 9, 2023.
  
- F. Co-curricular Assessment of facilities
  - Per HED request assess facilities: Janitorial Services
  - Other Facilities

- VI. Open Bills
  - A.
- VII. Action Items
- VIII. New or Follow-up Items for Next Meeting's Agenda
  - a January 13<sup>th</sup>, 2023 at 9 a.m.
- IX. Adjournment
  - Meeting adjourned at 10 a.m.