

Minutes

Assessment Committee Meeting

August 20th, 2021

10:30 am, Google Meets or in person

Present: Rachel Lucero, Larry Fields, Vice Chair, Germaine Sandoval, Faculty, Nicole Collins, Betsy Sanchez, Elaine Montano (Liaison)

- I. Establishment of Quorum
 - Quorum Met
- II. Call of Meeting to Order
 - a. Meeting came to order at 10:30 a.m.
- III. Approval of Agenda
 - a. First motion made by Larry Fields, seconded by Germaine Sandoval. All agreed. Motion passed.
- IV. Approval of Minutes
 - a. April 30th, 2021
 - i. First motion made by Germaine Sandoval, second motion by Larry Fields to approve minutes with editions. All agreed, motion passed unanimously.
- V. Informational/Discussion Items
 - a. Starting the semester
 - i. Items listed and discussed.
 1. CLOA protocol- revisit and make the form more user friendly
 2. Advisor report – Tabled
 3. Faculty Eval of the director – Tabled
 4. Virtual Suggestion Box – A virtual suggestion box can be used to collect data for example: how many students passed and what is the end result of the class, etc.
 5. Campus Climate Survey – create a google campus survey and send.
 - b. Assessment plan for the year
 - i. View gathered data and compare.
 - ii. Revisit CLOA form(s), make it user friendly.
 - iii. Get Directors and faculty to work together and gather information for CLOA
 - iv. Faculty are dissatisfied with CLOA Form
 - v. Evaluate each semester.
 - vi. Give report – school enrollment, where is data stored, status of courses, majors, errors in the system, etc.

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VI. Open Bills

VII. Action Items

- a. Motion to accept posters –table
 - i. Betsy motion to postpone poster training until spring, Larry seconded the motion. All agreed, Motion passed ominously
- b. Motion to change the time and date of meetings
 - i. Betsy motioned to amend agenda VII, B. Larry seconded motion. Motion passed.
 - ii. First motion from Nicole Collins to send out google to find time for assessment meeting. Betsy Sanchez seconded motion. All agreed. Motion passed unanimously.

VIII. New or Follow-up Items for Next Meeting's Agenda

IX. Adjournment

- a. First motion from Betsy to adjourn the meeting, seconded by Larry. All in favor, motion passed. Meeting adjourned at 11:27 a.m.