



## MINUTES

### Assessment Committee Regular Meeting

January 10th, 2025  
10 a.m., Google Meet

- I. Establishment of Quorum:  
Rachel Lucero, Mary Frances Bibb, Nichole Collins, Denise Fox, Sherry Goodyear, Betsy Sanchez, Germaine Sandoval and, Elaine Montañó, (Liaison)
- II. Call of Meeting to Order:  
Meeting was called to order at 10:05 a.m.
- III. Approval of Agenda:  
Betsy Sanchez motioned to approved the January 10, 2025 Agenda. Denise Fox seconded the motion. Motion passed unanimously.
- IV. Approval of Minutes:  
Betsy Sanchez motioned to approved the October 18, 2024 Minutes. Sherry Goodyear seconded the motion. Motion passed unanimously
- V. Informational/Discussion Items:
  - A. CLOA format
    - There were sixteen (16) responses on CLOA evaluation form.
    - Resend CLOA evaluation form at a later date.
    - Edit CLOA form and add 3b criteria to the form.
  - C. Bylaws:
    - Dr. Carol Linder is reviewing the Bylaws.
  - D. Meeting with Directors:
    - Schedule a meeting with Department Directors. Inform the directors that the meeting is mandatory and need to attend the meeting. Offer a training in filling out CLOA forms.
    - Create a template and re-analyze all data based yearly. Data entries from Spring to Fall, 2020 to 2025 will give a second comparison instead of teacher to teacher and do per department.
    - Complete report(s) before HLC visit in October and completion of Dental accreditation.
    - Create PLOA report based on data 2024 to 2025.

E. Campus Climate Survey

- Send Campus Climate form out, so that employees can respond and state their feelings.
- Include Campus Climate Survey to the Bylaws and establish a process and note a due date yearly. Assessment Committee voted and agreed.
- Policy is Bylaws the process means dates within the Bylaws.
- Prepare for graduation. Rachael Lucero volunteered to collect information at graduation. The data collected will be used for tracking of students.
- HLC request process in following all Cohorts after graduation.
- Follow Cohorts approximately 5 years.

VI. Action Items:

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

- a. CLOA format for Criteria 3B.
- b. Bylaws.
- c. Climate survey data.
- d. Graduation information.
- e. Create a Google form for completion of Accreditation.
- f. Survey for professional directors.  
Set up a google form to evaluate mentorship which is a co-curricular, for example tutoring, resume writing etc.

VIII. Adjournment:

Sherry Goodyear motioned to adjourn at 11:05 a.m. Mary Frances seconded the motion. Motion passed unanimously.