

Minutes

Assessment Committee Meeting

April 30th, 2021

11 am, Google Meets

Present: Rachael Lucero, Larry Fields, Germaine Sandoval, Chantel Rivera, Elaine Montano (Liaison)

- I. Establishment of Quorum
 - a. Quorum met.
- II. Call of Meeting to Order

Meeting called to order at 11:28 a.m.
- III. Approval of Agenda
 - a. Larry motion to approve the April 30th 2021, Agenda. Chantel seconded the motion. All in favor, motion passed unanimously.
- IV. Approval of Minutes
 - a. Larry motioned to approve the March 19th, 2021 minutes. Germaine seconded the motion. All in favor. Motion passed unanimously.
- V. Informational/Discussion Items
 - i. Course Learning Outcome Data Compilation Form
 1. The Directors Committee will view for approval the Learning Outcome Compilation Data Form.
 - ii. Course Improvement Reports
 - Creation of Posters 27 x 34 instead of a presentation.
 1. Requirements
 - iii. Inservice week proposals
 1. How to make a poster
 - a. Rachael and Assessment Committee will have a poster session.
 - b. Rachael volunteered to be available for a poster training.
 2. How to enter information in CLOA data form (directors only).
 - Discussion and training on CLOA forms with Directors only.
 3. CLOA form(s) introduced. Instead of presentation and because HLC requirement it was decided to be poster 27" x 34" presentation. The Poster will include:
 - a. Title: name of class, and section.
 - b. The poster should have on top of page "CLOA Presentation."
 - c. Author: Faculty's Last name, First initial and the Director's should be listed as a second author.
 - d. Insert-- Luna Community College : Name of Department

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- e. General Purpose: Assist student learning outcomes based on established CLOA forms.
 - f. The focus-- is to document methods and results of assessments that were used to make decisions on course content emphasis on teaching methodologies and improvements in teaching learning.
 - g. Course description: Can be located on course syllabi
 - h. Course Learning Outcomes: Can be found on course syllabi
 - i. Assessment Methods (For example): 10% on Attitude, Attendance & Participation, 10% on Assignments, 10 % on chapter Quizzes (text books), 20% on exams, 30% Lab Simulator, 10 % Exams (4), and 20 % final exams.
 - j. Grade Distribution: FERPA rule-- have A through Z. no student name. Include graphs, and LCC Images, the “LCC Logo and Rough Riders”, markers should located on each corner.
 - k. Conclusion: Outcomes-- what will be changed, how it will be measured.
- VI. Open Bills
- a. none
- VII. Action Items
- a. Accept Poster with modifications. Larry motion to approve Poster with modifications. Germaine seconded. Motion carried unanimously.
- VIII. New or Follow-up Items for Next Meeting’s Agenda
- a. May 17, 2021
- IX. Adjournment
- X. Motion to adjourn: Chantel motion to adjourn the meeting, Larry seconded the motion. All agreed. Motion carried.