



Minutes

Assessment Committee Regular
Meeting

January 12th, 2024
10:00 am, Google Meet

- I. Establishment of Quorum:
Rachel Lucero, Larry Fields, Nichole Collins, Denise Fox, Sherry Goodyear, Raymond Varela (Elaine Montano) Liaison
- II. Call of Meeting to Order:
Meeting was called to order at 10:08 a.m.
- III. Approval of Agenda:
Nichole Collins motioned to approve the January 12, 2023 Agenda. Larry Fields seconded the motion. Motion passed unanimously
- IV. Approval of Minutes:
Sherry Goodyear motioned to approve December 13, 2023 minutes. Larry Fields seconded the motion with correction to Dr. Guzman spelling. Motion carried unanimously.
- V. Informational/Discussion Items:
 - II. CLOA
 - The majority of CLOA's are almost complete. Location of CLOA's are on the LCC website.
 - Rachel located the site the State of New Mexico uses for CLOA's. She will be printing all Outcomes Assessments as well as GEN ED assessments. Nichole's courses will also be added to the site this academic year 2024 AY. She recently went through the common course numbering process. This process is where the schools across the state make sure that the Course Registration Number (CRN i.e. Biol 1135) was the same across the state and does not matter if the student took the course at NMHU or LCC it will still transfer to UNM or New Mexico State.
 - CLOA's completed a three (3) a year cycle in December of 2023. A new cycle will begin in 2024.
 - III. Student Survey Plan
There are two kinds of Student Surveys:
 - 1). Face- to – Face, and 2). Online Survey. However, there are issues with the results of the student surveys.
 - Larry, Distant Learning & Instruction will forward the surveys to campus wide directors, once completed the surveys will be forwarded Dr. Norma Guzman, Vice President for Academic Affairs.

- A Google survey on black board resulted in very little feedback. . Directors were in charge of sharing information with faculty. The information was forwarded HR to be stapled to faculty's evaluations. The surveys were stored in binders at the faculty's respective departments.
- A discussion was held about hiring a student survey company and the cost involved associated with it.
 - A. Campus Climate survey (Attachment 1)
 - Climate survey is for employees.
 - The Assessment Committee reviewed the questions and edited them. Vote via email.
 - B. Exist Survey (Attachment 2)

The Assessment viewed the questions and agreed to vote via email.
 - C. Setup a meeting with Dr. Edward Martinez, President, Dr. Norma Guzman, Vice President for Academic Affairs, Larry Paiz, Distance Learning Coordinator, department directors and Assessment Committee. A good time to schedule the meeting is Friday, January 19, 2024 at 10 a.m.

IV. Open Bills

A.

V. Action Items

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

VII. Adjournment

Larry Fields motioned to adjourn the meeting at 10:51 a.m. Denise Fox seconded the motion. Motion passed.

1. How safe do you feel on campus?
 - a. Very Safe
 - b. Safe
 - c. Neutral
 - d. Unsafe
 - e. Very Unsafe

2. Have you experienced or witnessed any incidents of discrimination, harassment, or bullying on campus?
 - a. Yes
 - b. No
 - c. Prefer not to say

3. Do you feel that Luna Community College values diversity and inclusion?
 - a. Strongly Agree
 - b. Agree
 - c. Neutral
 - d. Disagree
 - e. Strongly Disagree

4. How satisfied are you with your workload and job responsibilities?
 - a. Very Satisfied
 - b. Satisfied
 - c. Neutral
 - d. Dissatisfied
 - e. Very Dissatisfied

5. Do you feel that you have the necessary resources and support to excel in your role?
 - a. Strongly Agree
 - b. Agree
 - c. Neutral
 - d. Disagree
 - e. Strongly Disagree

6. How satisfied are you with the communication about, and transparency of, decision-making within the college?
 - a. Very Satisfied
 - b. Satisfied
 - c. Neutral
 - d. Dissatisfied
 - e. Very Dissatisfied

7. How satisfied are you with the campus services or facilities (e.g., classrooms, offices, restrooms)?
 - a. Very Satisfied
 - b. Satisfied
 - c. Neutral
 - d. Dissatisfied
 - e. Very Dissatisfied
 - f. Comment:

8. If you were hired within the last 18 months, how satisfied were you with the onboarding experience?
 - a. Very Satisfied
 - b. Satisfied
 - c. Neutral
 - d. Dissatisfied
 - e. Very Dissatisfied
 - f. N/A

9. How well do individuals in the following areas keep you informed?
 - a. Administration
 - i. Very Satisfied
 - ii. Satisfied
 - iii. Neutral
 - iv. Dissatisfied
 - v. Very Dissatisfied
 - b. Staff
 - i. Very Satisfied
 - ii. Satisfied

- iii. Neutral
- iv. Dissatisfied
- v. Very Dissatisfied
- c. Fiscal
 - i. Very Satisfied
 - ii. Satisfied
 - iii. Neutral
 - iv. Dissatisfied
 - v. Very Dissatisfied
- d. Faculty
 - i. Very Satisfied
 - ii. Satisfied
 - iii. Neutral
 - iv. Dissatisfied
 - v. Very Dissatisfied
- e. Directors
 - i. Very Satisfied
 - ii. Satisfied
 - iii. Neutral
 - iv. Dissatisfied
 - v. Very Dissatisfied
- f. Safety
 - i. Very Satisfied
 - ii. Satisfied
 - iii. Neutral
 - iv. Dissatisfied
 - v. Very Dissatisfied

10. How consistently do you have tools/resources to do your job well?

- i. Always
- ii. Frequently
- iii. Never

11. Are you aware of what you need to do in order to be successful in your role?

- a. Yes
- b. No
- c. Somewhat- Elaborate: _____

12. On a scale from 1-5, where 1 is "not at all" and 5 is "excellent", rate the following:

a. How would you rate your relationship with your co-workers?

- i. 1
- ii. 2
- iii. 3
- iv. 4
- v. 5

b. How would you rate your relationship with your manager/supervisor?

- i. 1
- ii. 2
- iii. 3
- iv. 4
- v. 5

c. How would you rate your opportunities for growing and developing at Luna Community College?

- i. 1
- ii. 2
- iii. 3
- iv. 4
- v. 5

d. How would you rate your level of pride regarding working at Luna Community College?

- i. 1
- ii. 2
- iii. 3
- iv. 4
- v. 5

13. Is there anything that would cause you to leave Luna Community College?

14. Is there anything that would encourage you to remain with Luna Community College?

15. What suggestions do you have for improving the campus climate and working conditions at Luna Community College?

We appreciate your contributions during your time at Luna Community College. As you move on to new opportunities, we would like to hear about your experiences here to help us make improvements for our current and future employees. Please take a few minutes to complete this survey honestly and candidly.

Section 1: Reasons for Leaving

1. What is the primary reason for your departure?
 - a. Found a better job opportunity.
 - b. Relocation.
 - c. Retirement.
 - d. Career change.
 - e. Personal reasons.
 - f. Dissatisfaction with the work environment.
 - g. Dissatisfaction with compensation.
 - h. Dissatisfaction with management.
 - i. Dissatisfaction with workload.
 - j. Other (please specify):

Section 2: Employment Experience

2. How would you rate your overall experience working at Luna Community College?
 - a. Excellent
 - b. Good
 - c. Satisfactory
 - d. Fair
 - e. Poor
3. How would you rate your relationship with your immediate supervisor or manager?
 - a. Excellent
 - b. Good
 - c. Satisfactory
 - d. Fair
 - e. Poor
4. How would you rate opportunities for professional growth and development during your time at Luna Community College?
 - a. Excellent
 - b. Good
 - c. Satisfactory
 - d. Fair
 - e. Poor

c. The workplace culture was inclusive and diverse.

- a. 1
- b. 2
- c. 3
- d. 4
- e. 5

d. I received fair and constructive feedback from my supervisors.

- a. 1
- b. 2
- c. 3
- d. 4
- e. 5

e. I received necessary resources and tools to perform my job effectively?

- a. 1
- b. 2
- c. 3
- d. 4
- e. 5

1. How satisfied are you with the variety of items available in the food pantries on campus

Extremely Satisfied

Satisfied

Neutral

Dissatisfied

Very Dissatisfied

Comments:

2. The food program at Luna allows me more flexibility in accessing food during my busy day

Strongly Agree

Agree

Neutral

Disagree

Strongly Disagree

Comments:

3. I rely on the food pantries on the Luna Campus to help meet my basic needs.

Strongly Agree

Agree

Neutral

Disagree

Strongly Disagree

4. How satisfied are you with the mental and behavioral health services on campus?

Extremely Satisfied

Satisfied

Neutral

Dissatisfied

Very Dissatisfied

Comments:

5. I feel like I am being listened to when I am utilizing mental and behavioral health services or trainings.

Strongly Agree

Agree

Neutral

Disagree

Strongly Disagree

Comments:

16. Is there anything else you would like to share or comment on related to your experience at Luna Community College?

17. To improve conditions at LCC, please list any questions that should be added to future Climate Surveys.