



Minutes

Assessment Committee Regular Meeting

November 20th, 2020
11:00am, Google Meet

Present: Rachael Lucero, Larry Fields, Tycie Johnson, Kimberly Sena, Chantel Rivera, Elaine Montañó (Liaison)

- I. Establishment of Quorum
Met Quorum
- II. Call of Meeting to Order
Meeting was called to order at 11:07 a.m.
- III. Approval of Agenda
Agenda was approved by Larry as amended and seconded by Chantel, all in favor, motion passed unanimously.
- IV. Approval of Minutes
Larry motioned to approve amended minutes from January 1st, February 7th, February 14th, and February 21st, 2020. Chantel seconded the motioned to approve amended minutes by Larry. All in favor. Motion passed unanimously.
- V. Informational/Discussion Items
 - A. Discussion of MOU: Rachael explained the MOU's, she indicated they are between High Schools and the Institution there is concern that High School students are allowed to take one class without payment. Instead students continue taking credits without making a payment. Rachael spoke to Geraldine S. She is pleased to get the MOU to the committee to discuss and work on it for the next meeting. Additionally, the committee is to be working on an Institutional calendar which should include MOU, CLOA, and SLOA forms, etc. Rachael mentioned that she has Microsoft Access making calendar user friendly for input of pertinent due dates.
 - B. Discussion of Blackboard student
Rachael stated that Larry P. is working on current Blackboard survey form. The committee reviewed the new survey form. She asked the committee if there were any questions, regarding the form. The survey is based on QM Standards required to be followed in previous and current semesters. Rachel explained the process of student evaluation to the committee. Student evals are completed on blackboard. Larry asked the committee about sharing a blank Survey form to faculty. The committee welcomes any feedback and fairness related to the student evaluation form. Discussion on submitting a Bill to approve the student evaluation form to the Faculty Senate, then forward to Shared Governance.

C. Discussion of Director Evaluation

Rachael asked the committee for feedback on ideas for the Directors evaluation form. Kim suggested to look at other Institutions. (See email from Kim) The committee agreed to do research and compare.

VI. Open Bills

VII. Action Items

Approval of Blackboard Student survey – Motion to approve Blackboard Survey form. Larry motioned to approve the Black Board Student Survey of instructors. Tycie seconded the motion. All in favor. Motion carried unanimously. A Bill will be created and sent to Faculty Senate.

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

Adjournment: Next meeting will be on the December 11, 2020. Kim motion to adjourn the meeting ending at 12 noon. Motion seconded by Chantel. All in favor, motion carried unanimously.