



MINUTES

Assessment Committee Regular Meeting

February 10th, 2023

3:00 P.M., Google Meet

- I. Establishment of Quorum:
- II. Rachel Lucero, Larry Fields Denise Fox, Andrellita Chavez, Betsy Sanchez, Germaine Sandoval, Elaine Montañó (Liaison)
- III. Call of Meeting to Order:
Meeting came to order at 3:01 p.m.
- IV. Approval of Agenda: 2/10/23
- V. Germaine motioned to approve the February 10th, 2023 Agenda. Betsy seconded the motion. All agreed, motion approved unanimously.
- VI. Approval of Minutes: 1/13/23
Betsy motioned to approve the January 13th, 2023 minutes. Larry seconded the motion. All agreed. Motion approved unanimously.
- VII. Informational/Discussion Items
 - A. PLOA update
 - ✚ There are two departments that need to submit their PLOAs.
 - ✚ Have directors fill out PLOA form in May. This will show two full semesters of data collected.
 - ✚ HLC will see the effort in assessment data applied.
 - B. Gen Ed assessment
 - a. Orient courses or line up course numbers.
 - b. The Gen Ed committee members are: Dr. Carol Linder, Rachel Lucero, Tyce Jackson and Billie Mathews.
 - c. The following skills are listed in CLOAs: The Critical Thinking, Communication, Quantitative Reasoning, Personal and Social Responsibility and incorporated to Gen Assessment Skills. The assessment is to evaluate if the institution has incorporated teaching Gen Ed skills.
 - d. The Gen Ed evaluation demonstrated that most students are either in emerging or developing category. The plan is to be in proficient category prior to leaving the institution.
 - e. The Gen Ed Critical Thinking Assessment will be repeated in spring 2023 after the month of February.
 - f. An introduction was given of the Gen Ed Critical Thinking Assessment form. It shows the Course Name, Number of students, Skills Emerging, Developing, and Proficient.

- g. Gen Ed Critical Thinking Committee will be attending the NM Hear conference February 16th and 17th, 2023 to present Gen Ed Critical Thinking Skills.

C. CLOA update

- a. CLOA data analysis for the spring 2022 is complete.
- b. The CLOA analysis standard form is a friendly user template and posted on website.
- c. It was stated that CLOAs come from funding approval for financial aid an accredited body or state. It was stated that funding does not increase or decrease, an agreement with department of Education, that as long, as HLC is in existence General Ed would have institutions monitoring their course learning outcomes.

D. HLC

Criterion 4: Latest draft is due this week.

- 1. Evidence assessment: Gen Ed, PLOAs/CLOAs.
- 2. Co-Curricula Academic & Career Planning Director is currently assisting with different department assessments.
- 3. Chief Financial Officer is in charge of assessing facilities.
- 4. Have Gen Ed, CLOA's and PLOA's posted on website so that HLC see forms prior to visit. HLC team can actually analyze data prior to visit.

E. Bylaws

- 1. A concern regarding the loss of institutional knowledge due to employees leaving the institution. Discussion on Institution information remaining with Luna Community College.
- 2. Create Bylaws for the Assessment Committee which outline procedures Gen Ed, PLOAs and CLOAs. A question was asked, as noted: "How should they be maintained", "how frequently should they be completed?" and who would do them?"
- 3. Simplify in the Bylaws the direction that should be taken when assessing.
- 4. Create a portal onto the web page that is transparency and ideal to store pertinent information.

VIII. Open Bills

A.

IX. Action Items

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

March 3rd

XI. Adjournment

Betsy adjourned meeting at 3:46 p.m. Germaine seconded the motion. All agreed. Meeting Adjourned.