



Minutes

Assessment Committee Regular
Meeting minutes

September 1st, 2021
12:00 pm, Google Meet

Present: Rachel Lucero, Larry Fields, Chanel Rivera, Nicole Collins, Betsy Sanchez, Dr. Edward Martinez, (Guest)
Elaine Montano (Liaison)

- I. Establishment of Quorum
 - a. 50% quorum established
- II. Call of Meeting to Order
 - a. Meeting was called to order at 12:02
- III. Approval of Agenda
 - a. First motion was made by Larry Fields to approve Agenda, Seconded by Nicole Collins
- IV. Approval of Minutes
 - a. First motion made by Betsy Sanchez. Second motion made by Larry Fields. All in favor, motion passed unanimously,
- V. Informational/Discussion Items
 - A. Absorption
 - i. A lengthy discussion in regards to Absorption of committees.
 - ii. Discussion on redundancy of scheduling process of our meetings.
 - iii. A recommendation made to make it more feasible for employees to serve in one or more committees. The idea behind the Absorption process is that Faculty Senate take over some of the committees. IT Distance Education department would be supplementary and considered under Faculty Senate as well as the Assessment Committee.
 - iv. Assessment Committee is not only looking at CLOAs and data from retention and recruitment. To date, there are departments on campus that have not done any data reporting. These departments can be considered to be under faculty senate.
 - v. In the past-- documentation of assessment was created, however, data is not available. It was indicated that the course assessment(s) and input of data for concourse should be completed by an assessment team member.
 - vi. HLC team was impressed that LCC chose to use Weave. Negative feedback was received from faculty. It was stated that Weave was costly, and time consuming.
 - vii. Invite IT to have a server, for data storage. Create it digitally to store data and view files when needed.
 - viii. Viewing at NMHU Assessment reports. They are digital, posted on the website. The report is based on skills, and results. The President, reported

that NMHU Progress Report on Assessment, is published. It's important to keep track, how process works, and student outcomes. Encourage faculty and train. HLC is in favor that the institution follow course alignment. Reports produced ought to be visible on the website. It was mentioned that professors need to see results. The final step is departments show evidence using data to make decisions and what the impact based on those decisions.

- ix. It was announced that Assessment Committee is a shared governance decision. Upon observation it seems redundancy. The Assessment Committee ought to be faculty driven and supportive.
- x. Committee needs to have access to data and other suggestion how process can work to keep track of data. And available to public. HLC is not asking more practical point of view that institution create a solution, and follow.
- xi. Course Learning Outcome Report form – modified form explained. It is more user friendly for basic reporting. It is also color coded and easy to follow.

B. Assessment of CLOA (Reports)

- a. Form introduced and explained. Three course outline, activities, was it 70? Any changes: list learning outcomes which one are measured, and what was the result.
- b. Modification to the CLOA Form–Simple modifications, different color for guidance orange for CLOA. There is an area for academic skills. Inclusive is a HLC list that aligns with course syllabi. Easy to calculate. Motion to accept CLOA with modifications. First motion made by Chantel to accept CLOA with modification(s). Seconded from Nicole. All in favor, passed unanimously.
- c. Possible trainings – Have continuous training sessions weekly. A suggestion is to ask for the Support of VP of Instruction, in collaboration with directors as well as President. There should accountability.
- d. Request that IT department create a link for academic semester and department(s) for report viewing. Motion: First motion by Nicole Collins, that assessment—CLOA be posted online, seconded by Larry, motion passed unanimously.

Commented [EM1]: Does this make sense

VI. Open Bills

A.

VII. Action Items

- A. Absorption= First motion made by Nicole to table Absorption. Determine if Absorption be under faculty senate or move forward. Second motion made by Chantel to table Action item A.
- B. Assessment of CLOA (Reports)
- C. Modification to the CLOA
- D. Meeting or training on academic skills. Motion to hold a training on addition of training on academic skills add learning out comes. First by Nicole second by Larry all in favor passed unanimously.

2/3 vote to change to change the agenda. First and second motion to add make a training for skills.

Add to agenda added to academic skills to place to add to course syllabi

E. Larry first and second Chantel. All in favor. Agenda edited add training for academics skills to place in course syllabi.

i.

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

a September 15, 2021 at 12 noon

IX. Adjournment

First motion to adjourn by Chantel to adjourn the assessment meeting, seconded by Nicole Collins. All in favor motion passed unanimously.

Commented [EM2]: Where would like this section?