

# Assessment Committee

MINUTES

AUGUST 28, 2015 9:00 AM

SSTC 120

<b>MEETING CALLED BY</b>	Coleen Arviso, Chair
<b>PRESENT:</b>	Dr. Frank Amankonah, Dr. Sylvia Andrew, Ann Jarvis, Tom Kaus, Frank Loera, Marie Quiahuitl Julienne, Coleen Arviso

## Agenda Topics

### 1. ACTION

### APPROVAL OF AGENDA

August 28, 2015

The Assessment Committee accepts the 08.28.15 Agenda.

**Moved:** Frank Loera

**Seconded:** Ann Jarvis

**Voice Vote:** All in favor

**Motion Carried:** Yes

### Assessment Program and Core Level Course Process and Review – Website?

### 2. DISCUSSION

All committee members will review the UNMG Assessment website at url, <http://www.gallup.unm.edu/vert/faculty-staff/assessment.php> to recommend any changes, removal, or additions by 09/11/2015 and send email to [GAassess@unm.edu](mailto:GAassess@unm.edu).

### 3. DISCUSSION

### Internal Assessment Plan and Reports & Timeline

All committee members will be assigned several program assessment plans and provide constructive feedback using the matrix attached by 09/11/2015 by 9:00 am and bring an electronic and printed copy to the meeting. Upon reviewing program assessment plans, each committee member will identify strengths and will share recommendations with the members and the program coordinators. Once committee has reviewed the assessment plans with recommendations, the committee will offer a workshop to incorporate recommendations. The committee will assist program coordinators on implementing the changes in a collaborative manner if program coordinators want the support and help. After the changes are incorporated, the committee will approve and send official email to program coordinators and post assessment plans on the Assessment website. The program assessment plans can be downloaded from url, <http://www.gallup.unm.edu/vert/faculty-staff/assessment.php>.

#### Program Name and Committee Members assigned to review Program Assessment Plans.

- o AA Business Administration – *Dr. Frank Amankonah, Dr. Sylvia Andrew, Ann Jarvis*
- o Bookkeeping Certificate - *Dr. Frank Amankonah, Dr. Sylvia Andrew, Ann Jarvis*
- o Organizational Management Public Administration (OMPA) Certificate - *Dr. Frank Amankonah, Dr. Sylvia Andrew, Ann Jarvis*
- o Entrepreneur Certificate - *Dr. Frank Amankonah, Dr. Sylvia Andrew, Ann Jarvis*
- o Automotive Certificate - *Dr. Frank Amankonah, Dr. Sylvia Andrew, Ann Jarvis*
- o AA Criminal Justice – *Dr. Frank Amankonah, Dr. Sylvia Andrew, Ann Jarvis*
- o AA Criminal Justice Corrections - *Coleen Arviso, Tom Kaus, Frank Lorea*
- o Barbering Certificate - *Coleen Arviso, Tom Kaus, Frank Lorea*
- o Cosmetology Certificate - *Coleen Arviso, Tom Kaus, Frank Lorea*
- o Welding Technology Certificate - *Coleen Arviso, Tom Kaus, Frank Lorea*

- o AAS Collision Repair Technology - *Coleen Arviso, Tom Kaus, Frank Lorea*
- o Dental Assisting Certificate - *Coleen Arviso, Tom Kaus, Frank Lorea*
- o Assessment of Student Learning Plan – *Coleen Arviso, Tom Kaus, Frank Lorea*
- o MLT Program Assessment Plan - *Vickie Olson, Marie Quiahuitl Julienne*
- o CNST AAS degree - *Vickie Olson, Marie Quiahuitl Julienne*
- o CNST Carpentry - *Vickie Olson, Marie Quiahuitl Julienne*
- o DRFT Assessment - *Vickie Olson, Marie Quiahuitl Julienne*
- o CNST General Construction - *Vickie Olson, Marie Quiahuitl Julienne*
- o CNST Electric Trades - *Vickie Olson, Marie Quiahuitl Julienne*
- o IT assessment - *Vickie Olson, Marie Quiahuitl Julienne*

**IMPORTANT NOTE:** DUE BY: 09/11/2015 by 9:00 am – please bring electronic and printed copy.

#### 4. DISCUSSION

#### Course Level Plans and Report and Timeline

All committee members will review the UNMG Assessment website the second column Course Level Assessment – General Education Assessment (NMHED). All committee members will review Dr. Kamala D. Sharma’s CHEM 111 report for 2014-15 academic year. Email was sent out on 08/27/2015 to GAassess@unm.edu with subject line “Assessment of CHEM 111 classes”. **Please review CHEM 111 by 09/25/15.** Course level plans and report are due February 1, 2016.

#### 5. DISCUSSION

#### Tk20

Table for next meeting

#### 6. DISCUSSION

#### UNM Institutional Assessment Day (IAD):

UNM Institutional Assessment Day (IAD): Refer to Brochure.

- o UNM Gallup campus: October 20-21, 2015 from 9am to 4:30pm
- o Already requested for 2 computer labs and 2 classrooms
- o Found a ACT Workkeys Certified Proctor – Angelica Lancer
- o ACT CAAP, Online Surveys
- o Helpers: We will need one person in each room, to help the students sign in, distribute the tests, make sure no one cheats, and collect the tests at the end.
- o IDA website will be created as a resource and reference

#### 7. DISCUSSION

#### Announcements/Other

Program of Study was brought up as a need and a resource. Coleen will email Ms. Suzette Wyaco if she has the information and can place on our UNMG website.

#### 8. ADJOURN

#### Time

10:05 am – Next Meeting: Friday, September 11, 2015 at 9:00 am

Adjourn 10:05 am