Assessment Committee

MINUTES  AUGUST 28, 2015  9:00 AM  SSTC 120

MEETING CALLED BY  Coleen Arviso, Chair
PRESENT:  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

2. DISCUSSION

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

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.

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.

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

- UNM Gallup campus: October 20-21, 2015 from 9am to 4:30pm
- Already requested for 2 computer labs and 2 classrooms
- Found a ACT Workkeys Certified Proctor – Angelica Lancer
- ACT CAAP, Online Surveys
- 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.
- 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

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<tr>
<td>10:05 am – Next Meeting: Friday, September 11, 2015 at 9:00 am</td>
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