

Assessment Committee

MINUTES

SEPTEMBER 25, 2015 9:00 AM

CH 100

MEETING CALLED BY	Coleen Arviso, Chair
PRESENT:	Dr. Frank Amankonah, Ann Jarvis, Tom Kaus, Alok Dhital, Coleen Arviso

Agenda Topics

1. ACTION

APPROVAL OF MINUTES

September 11, 2015

The Assessment Committee accepts the 09.11.15 Minutes modified:

- Correct the spelling of Sliva name to Sylvia under agenda item 2, second bullet.

Moved: Ann Jarvis, as amended

Seconded: Alok Dhital

Voice Vote: All in favor

Motion Carried: Yes

September 25, 2015

2. ACTION

APPROVAL OF AGENDA

The Assessment Committee accepts the 09.25.15 Agenda.

Moved: Dr. Frank Amankonah

Seconded: Tom Kaus

Voice Vote: All in favor

Motion Carried: Yes

3. DISCUSSION

Assessment Program and Core Level Course Process and Review – Handbook & Faculty Senate

The Dean of Instruction office printed 20 Academic Program Assessment Manuals. All CARC members will receive a copy of the handbook. At the faculty senate meeting held on September 18, 2016, CARC was added to the Faculty Senate agenda and Dr. Frank Amankonah presented to the senate requesting for the faculty members to review the new handbook. CARC further discussed giving printed copies to the division chairs in Arts and Science, Business and Applied Technology, and Education, Health & Human Service Divisions, plus a copy to the Library and Deans Office.

Apart of the discussion, an email request to Dr. Lora Stone, Faculty Senate President, to place CARC on the agenda for the October or November faculty senate meeting to endorse the new Academic Assessment Program Manual.

4. DISCUSSION

Review of Recommendations for each Program Assessment Plan

All committee members in their assigned sub-review group will accumulate their group recommendation list for each assigned program assessment plan before 10/16/15 and email to GAassess@unm.edu. Once the sub-review groups have send their recommendation, CARC will notify and send email notification regarding a workshop to be held on Friday, October 23, 2015 in CH152 computer lab from 9:00 am to 12:00 pm to help implement/incorporate the recommendations. The idea is for program coordinators to have their electronic program assessment plans loaded on the computer and the committee members help integrate the recommendations. Once the changes are implemented, CARC will approve using the cover sheet for academic program assessment plans. Including the cover sheet will document CARC's endorsement of program assessment plans. All approved/endorsed assessment plans will be converted to a PDF format and placed on the UNMG Assessment website as documentation and evidence. Further discussion was shared amongst the committee in regards to obtaining assessment plan reports at the end of the year. The committee members were in consensus that reporting was not very strict and collection of reports was sporadic. As a result, we will communicate to program coordinators to begin gathering evidence in their SLO's results and measures in March.

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, Alok Dhital*
- o CNST AAS degree - *Vickie Olson, Marie Quiahuitl Julienne, Alok Dhital*
- o CNST Carpentry - *Vickie Olson, Marie Quiahuitl Julienne, Alok Dhital*
- o DRFT Assessment - *Vickie Olson, Marie Quiahuitl Julienne, Alok Dhital*
- o CNST General Construction - *Vickie Olson, Marie Quiahuitl Julienne, Alok Dhital*
- o CNST Electric Trades - *Vickie Olson, Marie Quiahuitl Julienne, Alok Dhital*
- o IT assessment - *Vickie Olson, Marie Quiahuitl Julienne, Alok Dhital*

Task: Sub-Review committee members will put their recommendation in one file and send email to GAassess@unm.edu as a MS Word attachment their before the next meeting on 10/16/15.

5. DISCUSSION

Course Level Plans Report for (Not on Website).

Committee members felt that the next meeting on Friday, October 16, 2015 at 9:00 am will be dedicated to Course Level Planning for the NMHED reporting. Coleen will send the course level reports again to GAassess@unm.edu. The pre-scheduled Friday, October 8, 2015 meeting was rescheduled to Friday, October 16, 2015 because of UNM fall break.

Forward emails to GAassess@unm.edu include Course Level Reports from the following:

- Dr. Sharma submitted CHEM 111
- Dr. Matt Mingus HIST 101 and HIST 102
- Dr. Carmela Lanza for ENGL 101

6. DISCUSSION

Tk20

Tk20 – Not much was discussed. Once our program assessment plans are endorsed then CARC will update tk20.

7. DISCUSSION

**UNM Institutional
Assessment Day (IAD)**

- 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

Thanks to Marie Julienne for taking the lead on this important task. On Monday, September 21, 2015 at 11:00 am, Dr. Neke Mitchell came to UNMG campus to discuss IAD. Present was Jeannie Baca, Director of Student Affairs, and her team to help assist and support IAD endeavor. In addition to the meeting attendance was Angelica Lancer whom was very enthusiastic about helping with the ACT workkeys. She will work with Marie on the times.

8. DISCUSSION

Announcements/Other

CARC workshop to help Program Assessment coordinator will be held on Friday, October 23, 2015 in CH152 computer lab from 9:00 am to 12:00 pm. Email will be sent out to Program Coordinators and Division Chairs of the workshop date with the attached recommendation.

9. ADJOURN

Time

Motion to adjourn at 9:57 am

Next Meeting: Friday, October 16, 2015 at 9:00 am – Location – CH100. The meeting on the Friday, October 8, 2015 was rescheduled to Friday, October 16, 2015 because of UNM fall break.