

# Assessment Committee

MINUTES

NOVEMBER 13,  
2015

9:00 AM

CH 100

<b>MEETING CALLED BY</b>	Coleen Arviso, Chair
<b>PRESENT:</b>	Dr. Frank Amankonah, Dr. Sylvia Andrew, Alok Dhital, Tom Kaus, Frank Loera, Marie Quiahuitl Julienne (Phone), Coleen Arviso

## Agenda Topics

### 1. ACTION

#### APPROVAL OF MINUTES

October 16, 2015

The Assessment Committee accepts the 10/16/15 Minutes modified:

- #3 Official reporting for the Federal State Reporting – Head Count Standard is 21 day enrollment Freeze.

**Moved:** Dr. Frank Amankonah

**Seconded:** Dr. Sylvia Andrew

**Voice Vote:** All in favor

**Motion Carried:** Yes

October 16, 2015

### 2. ACTION

#### APPROVAL OF AGENDA

The Assessment Committee accepts the 11/16/2015 Agenda as written.

**Moved:** Alok Dhital

**Seconded:** Tom Kaus

**Voice Vote:** All in favor

**Motion Carried:** Yes

### 3. DISCUSSION

#### Program Assessment Plan – Matrix -Reporting.

Coleen shared a new matrix attached to minutes to track program assessment plans, endorsement date and reporting information. As the matrix adds more data, a graph will be added to the left top of the matrix and totals to show progress and outstanding reports in a table to the right.

### 4. DISCUSSION

#### Course Level Plans Report for NMHED and Endorsed Email.

CARC endorsed the following reports submitted, Dr. Sharma submitted CHEM 111, Dr. Matt Mingus HIST 101 and HIST 102, Dr. Carmela Lanza for ENGL 101, Dr. Yi-Wen Huang for LING 101 and sent an endorsed email. A question the committee had was the course-level reports, are all sections of the course-level report combined for one course?

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

---

**5. DISCUSSION****Program Assessment Plan  
Workshop - Update**

Marie created SharePoint Assessment folder and gave CARC access. SharePoint is a secure data reporting tool. This will be the area for CARC's evidence repository for assessment documentation.

---

---

---

**5. DISCUSSION****UNM Institutional  
Assessment Day (IAD)  
Update**

Sent email to Ms. Jayme McMahon, Acting Director for Student Affairs, to assess and generate the IAD report for Dr. Mitchell. The email included the data and the required IAD template. The report is due January 22, 2016.

---

**8. DISCUSSION****Announcements/Other**

None

---

**8. ADJOURN****Time**

Adjourn at 10:19 am

Next Meeting: Friday, January 29, 2016 at 9:00 am – Location – CH100.