

COMMITTEE:	Assessment (CARC)
MEETING DATE:	Friday, September 11, 2015 9:00 am
MEETING LOCATION:	Calvin Hall CH152

<b>Committee Members:</b> <i>"A quorum of four (3) voting members (vm) present is required for action"</i>	8/28/15 Process, Timeline, PA & Core			9/11/15 PA Plans Report Due			9/25/15 Write PA Report & Gather Core Data			10/01/15 Draft PA Report Due & Request Core Data for NMHED			12/04/15 Final PA Report & Core Plans Due			01/29/15 Core Course Report DUE Feb 1st			02/26/15 Request & Work on PA Results & Core Report			03/25/15 Discuss & Generate Reports			04/29/15 Submit Final Report for PA & Core		
	E	A	P	E	A	P	E	A	P	E	A	P	E	A	P	E	A	P	E	A	P	E	A	P	E	A	P
Dr. Frank Amankonah, <i>vm</i>			X			X																					
Dr. Sylvia Andrew, <i>vm</i>			X			X																					
Coleen Arviso, <i>chair</i>			X			X																					
Alok Dhital, <i>vm</i>						X																					
Ann Jarvis, <i>vm</i>			X	X																							
Tom Kaus, <i>vm</i>			X			X																					
Frank Loera, <i>vm</i>			X			X																					
Vickie Olson, <i>vm</i>	X			X																							
Marie Quiahuitl Julienne, <i>Ex-Officio</i>			X	X																							
PA=Program Assessment																											

**AGENDA:**

- Action** – Approval of August 28, 2015 Minutes
- Action** – Approval of September 11, 2015 Agenda
- Discussion:** Assessment Program and Core Level Course Process and Review – Website?
- Discussion:** Review of Recommendations for each Program Assessment Plan

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

- CNST Electric Trades - *Vickie Olson, Marie Quiahuitl Julienne*
- IT assessment - *Vickie Olson, Marie Quiahuitl Julienne*

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

**5. Discussion:** Course Level Plans Report for Dr. Sharma submitted CHEM 111 (Not on Website).

**6. Discussion:** – Tk20 – What, where, when, how?

**7. Discussion:** – UNM Institutional Assessment Day (IAD)

- 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

**8. Announcements/Other:**

- Assessment Trainings?
- Program of Study?

**9. Adjourn:**

Next Meeting: