

Assessment Committee

MINUTES

SEPTEMBER 11, 2015 9:00 AM

CH 152

MEETING CALLED BY	Coleen Arviso, Chair
PRESENT:	Dr. Frank Amankonah, Dr. Sylvia Andrew, Tom Kaus, Frank Loera, Alok Dhital, Coleen Arviso

Agenda Topics

1. ACTION

APPROVAL OF MINUTES

August 28, 2015

The Assessment Committee accepts the 09.11.15 Minutes.

Moved: Dr. Sylvia Andrew

Seconded: Tom Kaus

Voice Vote: All in favor

Motion Carried: Yes

September 11, 2015

2. ACTION

APPROVAL OF AGENDA

The Assessment Committee accepts the 09.11.15 Agenda.

Moved: Frank Loera

Seconded: Alok Dhital

Voice Vote: All in favor

Motion Carried: Yes

3. DISCUSSION

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

All committee members please refer and review the email in regards to the manual

Academic Program Assessment Manual - Guidelines and Procedures The University of New Mexico Forthcoming Review and Approval by: Office of the Provost Faculty Senate Standing Committees: Curricula, Graduate, and Undergraduate First Edition Drafted – July 2015

Coleen forwarded the email message from Neke to GAassess@unm.edu with subject line as "Academic Program Assessment Subcommittee Meeting Agenda and other documents. Coleen will request the Dean of Instruction office to print and bind the new Academic Program Assessment Manual for CARC members. Dr. Andrew printed the manual and notice after page 92 the tables are printing off the page. Coleen will check and send Neke an email if it prints off the page as well.

Apart of the discussion was to request Faculty Senate to place CARC on the agenda for the next faculty senate meeting to share the new Academic Assessment Program Manual for review and then to request to

be place on the next faculty agenda to endorse the manual – in principle.

4. DISCUSSION

Review of Recommendations for each Program Assessment Plan

All committee members in their assigned sub-review group will get together before the next meeting on 09/25/15 and create a group recommendation list for each assigned program assessment plan.

Apart of the discussion were the variations of the program review template. Committee members discussed this intently and determined that the program coordinators have worked persistently on ensuring they submitted their program assessment plans. Because there were multiple templates shared throughout the years, the committee strongly felt that the submission were acceptable and met the required request. However, moving forward, ALL new and updated submission will use the Program Assessment Plan template located on the UNMG Assessment website at url <http://www.gallup.unm.edu/vert/faculty-staff/assessment.php>. Another concern was the usage or missing cover sheet for academic program assessment plans. The committee members were in agreement to include the cover sheet in all program assessment plans. Once the committee members have met and discussed the sub-review group's recommendation list, CARC will notify and send out notification regarding a workshop on implementing/incorporating the recommendations. The idea is for program coordinators to have their electronic program assessment plans loaded on the computer and the committee members help incorporating 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.

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 meet to discuss their recommendation before the next meeting on 09/25/15.

5. DISCUSSION

Course Level Plans Report for (Not on Website).

TABLED FOR NEXT MEETING

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

TABLED FOR NEXT MEETING

Tk20 – What, where, when, how?

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

8. DISCUSSION

Announcements/Other

Program of Study- According to Ms. Suzette Wyaco, her office maintains the list of programs in their office - the websites attached are maintained by the departments. They do not update the websites listed; the departments would. Suzette will check to see what they have on their Admissions website and make sure all the programs are updated.

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8. ADJOURN**Time**

Frank L. motion to adjourn at 10:45

Next Meeting: Friday, September 25, 2015 at 9:00 am – Location - TBD.