

**Assessment Committee
Meeting Minutes**

<p>Attendees: Casmir Agbaraji, Colleen Arviso, Jmichael Crank, Gholam Ehteshami, Franklin Elliott, Shania Gamble, Daniel McLaughlin (chair), Peter Moore, & Jose Vanguardia. Absent: Carlos Paez-Paez, Paul Platero, & Thiagarajan Soundappan.</p>	<p>Date: Tue Mar 6 2018. Location: SUB 235: Called to order: 12:35 pm. Adjourned: 1:20 pm</p>
<p>Agenda items & notes</p>	<p>Action & person(s) responsible</p>
<p>Approval of the agenda</p>	
<p>Approved by consensus.</p>	
<p>Approval of previous minutes</p>	
<p>Minutes of Feb 20 2018 were approved by consensus.</p>	<p>Post on assessment website: D. McLaughlin</p>
<p>Reports</p>	
<p>1. Student Learning Consultant: D. McLaughlin.</p> <p>a. Consultant is meeting one-on-one with each department chair to i) improve program design and assessment on one high value, priority program, and ii) utilize Weave online tools to produce Program Assessment Report (PAR) for that program before end of spring semester.</p> <p>b. D. McLaughlin has convened Co-Curricular Project (CCP) Team and recruited a student rep as directed by AC at previous meeting. Team meets every other week. Is implementing 8 steps reviewed at AC at earlier meeting. Will have developed outcomes, measures, and data workflows, and piloted the work before end of semester.</p> <p>c. Consultant sent to all faculty PDF of presentation at Faculty/Cabinet Day.</p> <p>d. D. McLaughlin reported that Assessment Coordinator position was advertised, and closed, on Fri Mar 2.</p>	<ul style="list-style-type: none"> • Resend Weave ID and login info to all faculty: C. Arviso. • Continue to update AC on progress regarding 1) work with each department chair, and 2) the Co-Curricular Program Design project: D. McLaughlin.
<p>Old business</p>	
<p>1. Classroom Assessment Report summary for fall 2017. Consultant reviewed draft report with scorecard that shows which instructors have and have not submitted CAR's for at least one course, as called for in NTU's Assessment Guide. McLaughlin asked chairs to review data accuracy for each instructor in her/his department.</p> <p>2. Brown Bag Series on Student Learning. Consultant reviewed draft topics, dates, and times for speaking events designed to provoke</p>	<ul style="list-style-type: none"> • Send to each department chair draft CAR summary report: D. McLaughlin. • Review CAR summary report accuracy, esp. scorecard; work with faculty to send missing CAR's to McLaughlin by Fri Mar 9: each department chair. • Remind all faculty that deadline to submit fall 2017 CAR's is Fri Mar 9: D. McLaughlin & Dean Agbaraji. • Coordinate Brown Bag series logistics

<p>discussion about student learning and assessment. After extended discussion, the following topics, dates, times, and speakers were outlined:</p> <ul style="list-style-type: none"> • Thu Mar 22. 12:30-1:30. Hospitality Center. Using Diné Principles to Advance Student Learning. Franklin Elliott. • Thu Mar 29. 12:30-1:30. Hospitality Center. Program Design and Assessment: Cautionary Notes. Daniel McLaughlin. <p>3. All-faculty primetime presentation event. Members agreed to invite Dr. Ivan Lopez to give visiting talk about student learning and assessment. Dr. Lopez is Provost of Northern New Mexico College. Has been involved in all levels of assessment, including co-curricular program development. Is also an ABET evaluator and has consulted with NTU's ENGR faculty.</p>	<p>(room reservations, lunch availability if possible, publicity, and speaker support): D. McLaughlin.</p> <ul style="list-style-type: none"> • Try to schedule Dr. Ivan Lopez on Fri Apr 20. 10:00-11:30. Hospitality Center. Possible topic: Program Design and Assessment: One Provost's Lessons Learned. D. McLaughlin.
New business	
None.	
Announcements	
None.	
Next meeting: Tue Mar 20 2018, from 12:30-1:30, in SUB 231 (and via Bluejeans)	