Assessment Committee
Meeting Minutes

Attendees: Casmir Agbaraji, Colleen Arviso, Jmichael Crank, Franklin Elliott, Shania Gamble, Daniel McLaughlin (chair), Peter Moore.	**Date:** Tue Feb 6 2018. **Location:** SUB 208 (moved from SUB 231). **Called to order:** 12:35 pm. **Adjourned:** 1:10 pm
Agenda items & notes	Action & person(s) responsible
Approval of previous minutes	
None available for meeting of Tue Jan 23 2018.	Check with Casmir Agbaraji.
Reports	
1. **AC chair.** McLaughlin asked: who is going to chair the meeting? Group members explained that they are overworked. McLaughlin agreed to chair the group during consultancy. 2. **Student Learning Consultant: Daniel McLaughlin.** NTU passed assessment in recent HLC review, but compliance is low. Percentage of faculty and chair who turned in Program Assessment Reports (PAR's)i n spring 2017 was only 22%. Lots of opportunities for improvement. McLaughlin stressed teamwork, communication, problem-solving. Goal in spring 2018 is for each chair to produce at least one PAR in Weave Online, and do a much better job with PAR submissions across all 51 academic programs. Consultant will schedule series of regular training sessions starting immediately.	• Share Spring 2017 PAR scorecard with each department chair: **Daniel McLaughlin.** • Sign-up to establish training sessions with SL Consultant: **each department chair.**
Old business	
1. **Co-curricular program development: Daniel McLaughlin.** McLaughlin presented draft plan with timeframe. Includes eight steps. First is to establish Ad Hoc Team. Should include reps from undergrad programs, grad programs, and student services. McLaughlin will ask deans in these areas to nominate one team member. Will attempt to convene group prior to next AC meeting. Colleen mentioned that, earlier in the day, HLC team asked if new programs template requires petitioners to present assessment plan to AC. It doesn't. This omission needs to be addressed.	• Ask undergrad, graduate, and student services deans to nominate ad hoc team members; convene first meeting ASAP, using draft plan as guide: **Daniel McLaughlin.** • Start "parking lot" with issues that need to be addressed regarding program assessment: address them at appropriate times in the future: **Daniel McLaughlin.**
New business	
1. **Intro to Weave Online: Daniel McLaughlin.** Consultant showed sample co-curricular program plan in Weave. Said he will explore Weave in detail with chairs. 2. **Speaker series: Daniel McLaughlin.** Shall we have a speaker series? McLaughlin offered	• Finalize Spring semester speaker series prior to next AC meeting: **Daniel McLaughlin**

to do one presentation, working from draft faculty survey, at all-faculty meeting on Fri Mar 2. Two more events will be scheduled on Tue or Thu, from 12-1:30, in late Mar and mid-Apr.	
Announcements	
1. Annual NMHEAR Conference will take place in Albuquerque on Thu Feb 22-Fri Feb 23 2018.	
Next meeting: **Tue Feb 20, from 12:30-1:30, in SUB 231**	