

## Assessment Committee Minutes

<p><b>Members present:</b> Casmir Agbaraji, April Chischilly, Franklin Elliott, Sharon (for Henry Fowler), Jerlynn Henry, Daniel McLaughlin (chair), Samuel Quashie, Christine Reidhead, Anita Roastingear) Thiagarajan Soundappan, &amp; Gholam Ehteshami. <b>Members absent:</b> Sheena Begay &amp; Wesley Thomas.</p>	<p><b>Date:</b> Fri May 10 2018. <b>Location:</b> SUB 235. Meeting was part of regular monthly Chairs' meeting.</p>
Agenda items & notes	Action & person(s) responsible
1. Approval of the agenda	
Approved by consensus.	
2. Approval of previous minutes	
Approved by consensus.	
3. Reports	
None.	
4. Old business	
None.	
5. New business	
<p>A. <b>Report Card 2019.</b> Assessment Coordinator reviewed an updated assessment scorecard for 2019. Chairs were asked to work with faculty to complete the assessment cycle for the programs that they are responsible for. Assessment challenges that must be addressed moving forward include:</p> <ul style="list-style-type: none"> <li>- Creating one university.</li> <li>- Transforming our expectations and culture</li> <li>- Revising the academic calendar to support that transformation.</li> </ul> <p>B. <b>Program Review report:</b> The PRC finalized yesterday feedback to program reviewers and its final report for AY19. Committee reps will present the report to several stakeholder groups next week Major recommendations include"</p> <ul style="list-style-type: none"> <li>- Revise the PR cycle. Extend from one to two semesters.</li> <li>- Clarify follow-up process. The PRC is not positioned to do this.</li> <li>- Fix the lack of financial data from the Business Office.</li> <li>- Revise the academic calendar to support program review and academic assessment.</li> <li>- Fix procurement.</li> <li>- Improve budgeting</li> <li>- Establish a university-wide Tech Plan.</li> <li>- Improve Library Services.</li> </ul> <p>C. <b>GenEd revisioning:</b> The Assessment Coordinator reported on status of course certification forms submitted</p>	<p><b>Chairs:</b> encourage faculty to complete assessment reports as assigned. Assessment assistance is available on drop-in basis up through Fri May 24.</p> <p><b>Assessment Coordinator:</b> complete PRC presentations. Report back to the Chairs at next regular meeting.</p> <p><b>Chairs:</b> revised draft list of</p>

<p>to the NMHED. He shared plans for submitted course forms for all other GEP courses in June. Faculty nominated by the appropriate chair will be invited to develop one or more forms. They will review \$100 honorarium for each approved form. Assessment Coordinator will coordinate.</p>	<p>forms writers, submit to Assessment Coordinate ASAP.</p>
<p>6. Announcements</p>	
<ul style="list-style-type: none"> <li>• Assessment assistance is available on appointment, drop-in basis from now through Fri May 24 (last day of faculty contract).</li> </ul>	
<p><b>Next regular AC meeting TBD: Will take place at Fall Convocation 2019</b></p>	