

**Northern New Mexico College
MEETING MINUTES**

Meeting:	Assessment Committee	Date:	Mon 12/4/06
Members:	Bernadette Chavira-Merriman, Ajit Hira, Bruce Smith, Dan McLaughlin	Time Convened:	9:00
Absent:	Mellis Schmidt, Ellen Trabka, Carmella Sanchez, and Larry Tafoya	Time Adjourned:	10:30
Guests:	None	Location:	Library study room B
Facilitator:	Bruce	Recorder:	Dan

Findings, analysis, conclusions	Actions	Pers
Review of previous minutes. Approved by consensus.		
Old business: none.		
<p>New business:</p> <p>1. Review of program assessment plans and data. Bruce offered a numbered of handouts on ECET program assessment: plans, curriculum, data, and analysis procedures. Lengthy discussion followed, during which a number of recommendations for future consideration by the committee were outlined:</p> <ul style="list-style-type: none"> • Have the College's new CIO participate on the committee (bringing along expertise in Banner and data management systems). • Establish funds for end-of-year retreats for faculty participation in program assessment activities (possibly with Title V support). • Establish an assessment coordinator position (possibly in the Provost's office) that would assist faculty and programs in program assessment and data management. • Review program assessment software (Bruce came with a short list of vendors whose products could reviewed at future AC meetings). • Establish a Banner PIT that, among other things, would review ways that Banner could support program assessment and data management activities. • Implement changes to program review as outlined in the IAP. <p>Committee members agreed that the latter recommendation concerning adoption of the revised program review template is pressing and out of synch with program review data already being submitted for analysis next semester. Getting to the revised template is first-order business for the AC when it meets again in January.</p>	<p>Prioritize analysis and adoption of the program review template at next meeting.</p>	<p>Mellis</p>
Announcements: none.		
NEXT MEETING - Library conference room B TBA by the AC chair		