

**Northern New Mexico College
MEETING MINUTES**

Meeting:	Student Learning Achievement Committee (SLAC)	Date:	Wed Oct 30 2007
Members:	David Barton, Rose Cavalcante, Dru Duran, Jeff Hawkins, Pam Lapcevic, Pam Piccolo, Andy Salazar, & Lou Schiano	Time Convened:	12:30 pm
Absent:	Jeff Hawkins, Marcos Cavalcante, , &	Time Adjourned:	2:00 pm
Guests:	None	Location:	AD 101-102
Facilitator:	Dan McLaughlin	Recorder:	Dan McLaughlin

Findings, analysis, conclusions	Actions	Pers
Approval of agenda	Approved by consensus.	
Approval of previous minutes	Approved by consensus.	
<p>Reports</p> <p>1. Assessment Director. SLAC membership was reviewed. Still needed are reps from El Rito and the Student Senate.</p> <p>Dan presented tools, documents, and links posted on the College's assessment website, including: WEAVEonline login, list of program priorities, institutional assessment plan, glossary, and resources for assessment planning and specific tools, including rubrics. Extended conversation took place regarding the WEAVEonline template for program assessment plans, general education, and strategic planning.</p> <p>Lou asked, "What is our goal for assessment this year?" Dan explained that the goal is to gather and analyze assessment data, and design program improvements on the basis of those analyses, for all prioritized programs by the end of the academic year.</p> <p>To accomplish this goal, we ought to have missions, outcomes, and measures in place for all prioritized programs before the end of the fall semester – an ambitious goal but at least partially achievable.</p> <p>Dan explained that he has developed a draft charter for a new General Education Committee, which would be a standing faculty group created by, and accountable to, the new Faculty Senate. Tony, Meredith, and Mellis are reviewing the charter. It will be presented to the Faculty Senate at its next meeting on Fri Nov 2, starting at noon in GE 203. All SLAC members were urged to attend that meeting.</p> <p>Dan also reviewed a weekly schedule for meeting individually and in small groups with persons responsible for prioritized programs. He asked all SLAC members to facilitate assessment planning with colleagues in their departments.</p>	<p>Work with Gil Sena to identify a SLAC member from El Rito and with the Student Senate to identify a student rep.</p>	Dan

<p>Old business</p> <p>1. Institutional Assessment Plan approval. Tabled until next meeting. Dan said that he would start the next meeting with a quiz for determining members' familiarity with the IAP.</p> <p>2. Appointment/election of SLAC chair and vice-chair. By consensus, Dan was selected as SLAC chair, Andy as vice-chair.</p> <p>New business</p> <p>1. AY08 budget. Dan explained that the Assessment Office has approximately \$7K from a LANL grant, and \$10-12K from the College to provide support and incentives for faculty to engage in assessment work. A preliminary idea that Dan has discussed with Tony is to offer to departments a certain level of funding to spend as the department desires (on equipment and/or supplies) when all aspects of the annual assessment cycles have been completed for prioritized programs in AY08 – say, \$1-2K. Dan asked members to mull this over for action at a future SLAC meeting.</p> <p>2. School-wide activities for assessment. Last year, the SLAC thought that brown-bag sessions about assessment for various members of the College community would help support the development of a culture of assessment at Northern. Members agreed that the committee ought to come back to this suggestion and develop some sort of presentation series – with speakers from inside and outside the College who are doing exemplary work.</p> <p>Other</p> <p>1. Course evaluations. Andy stated that in his department there are important questions about course evaluations. What instrument are we using? Is it standardized across departments? Who is responsible for gathering and summarizing the data? How are the summaries communicated back to faculty? By what timeframe and work-flow? And what about online course evaluations? All agreed that the questions are significant, College-wide, and complex.</p>	<p>Prep for quiz, and prepare suggestions for improving/clarifying the document.</p> <p>Think about department-specific incentives for supporting assessment development work in AY08; bring ideas to next meeting.</p> <p>Discuss activity ideas with colleagues; bring specific suggestions to next meeting.</p> <p>Include as an agenda item at next or future SLAC meeting.</p>	<p>All SLAC members</p> <p>All SLAC members</p> <p>All SLAC members</p> <p>Dan</p>
<p>NEXT MEETINGS</p> <p>Tue Nov 13 from 12:30-2:00 pm – BOR room</p> <p>Tue Nov 27 from 12:30-2:00 pm – BOR room</p>		