

**Assessment Committee  
Minutes**

<p><b>Members present:</b> Casmir Agbaraji, Sheena Begay, Gholam Ehteshami, Franklin Elliott, Henry Fowler, Daniel McLaughlin (chair), Samuel Quashie, Christine Reidhead, Anita Roastingear, &amp; Wesley Thomas. <b>Members absent:</b> Thiagarajan Soundappan.</p>	<p><b>Date:</b> Fri Aug 24 2018. <b>Location:</b> SUB 235. <b>Called to order:</b> 11:00 am. <b>Adjourned:</b> 12:30 pm.</p>
<p style="text-align: center;">Agenda items &amp; notes</p>	<p style="text-align: center;">Action &amp; person(s) responsible</p>
<p>1. Approval of the agenda</p>	
<p>Approved by consensus.</p>	
<p>2. Approval of previous minutes</p>	
<p>Approved by consensus.</p>	
<p>3. Reports</p>	
<p>None.</p>	
<p>4. Old business</p>	
<p>None.</p>	
<p>5. New business</p>	
<p>A. <b>Meeting norms.</b> Members brainstormed the following:</p> <ul style="list-style-type: none"> <li>• Start on time, end early.</li> <li>• Come to meetings. If you cannot, send a rep from your department.</li> <li>• Decisions will be made by consensus – by vote if needed.</li> <li>• Come prepared!</li> <li>• Implement what we plan.</li> <li>• Turn off cell phones and other distracting devices.</li> <li>• Practice K'é.</li> </ul> <p>B. <b>Approval of Assessment Guide 2018-19.</b> Extended discussion took place. Highlights included:</p> <ul style="list-style-type: none"> <li>• Language about release time was removed from latest draft. Dan said he will keep bringing it up to administration. There is an opportunity to clarify what faculty work is, and what the university policy is on release time.</li> <li>• Sheena clarified roles and responsibilities for Institutional Research.</li> <li>• Henry Fowler motioned to approve AG19 with change as articulated by the AC; seconded by Gholam Ehteshami; AC voted unanimously in favor of the motion.</li> </ul>	<p>Send electronic file of norms to AC members; post in SUB 235: <b>Dan</b></p> <p>Relate to academic administration opportunity to clarify faculty workload and release policies that concern assessment: <b>Dan</b></p> <p>Delete third bullet from IR roles and responsibilities, concerned with gathering employee satisfaction data: <b>Dan</b></p> <p>Present AG19 to Faculty Assembly, then President's Cabinet: <b>Dan</b></p>

<p>C. <b>AC Action Plan for Fall 2018.</b> Plan was reviewed. Includes 14 different steps for implementing elements of AG19. Main goal is to get assessment moving in priority programs, GenEd, and co-curricular programming.</p> <p>Franklin said that we need a rubric that to guide successful program assessment. Dan said that a draft rubric is available. Will be reviewed at next AC meeting.</p> <p>D. <b>Fall calendar.</b> Dan proposed three sets of training workshops:</p> <ul style="list-style-type: none"> <li>• Program Assessment Training Workshops: Thursdays, 9-10 and 2-3.</li> <li>• GenEd syllabi Training Workshops: Fridays, 9-10.</li> <li>• New Program Proposal Workshops: Fridays, 1-2.</li> </ul> <p>Members recognized that we must distinguish between professional development activities and training activities. The workshops would be training, professional development (and would not involve PDP's).</p> <p>Members also identified the following dates for AC meetings:</p> <ul style="list-style-type: none"> <li>• Fri Sep 7 (with chairs mtg): 10-12</li> <li>• Fri Sep 28: (11-12)</li> <li>• Fri Oct 19 (with chairs mtg): 10-12</li> <li>• Fri Nov 9 (with chairs mtg): 10-12</li> <li>• Fri Nov 30 (with chairs mtg): 10-12</li> </ul> <p>E. <b>Priority programs for Fall 2018 assessment.</b> Chairs identified the following:</p> <p><b>Applied Technology (Samuel)</b></p> <ul style="list-style-type: none"> <li>• Cert in Carpentry</li> <li>• AA in Construction Tech</li> </ul> <p><b>Business &amp; Education (Christine):</b></p> <ul style="list-style-type: none"> <li>• Early Childhood &amp; Multicultural Education</li> <li>• Accounting</li> </ul> <p><b>Chinle (Franklin):</b></p> <ul style="list-style-type: none"> <li>• Public Administration</li> <li>• Early Childhood &amp; Multicultural Education</li> <li>• Pre-Nursing</li> </ul> <p><b>Diné Studies (Wesley):</b></p> <ul style="list-style-type: none"> <li>• PhD in Diné Studies</li> <li>• TBD</li> </ul> <p><b>Humanities (Anita):</b></p> <ul style="list-style-type: none"> <li>• BFA in Creative Writing</li> </ul>	<p>Use and update as needed throughout the semester: <b>all AC members</b></p> <p>Distribute draft program assessment rubric to AC members; include as action item at next AC meeting: <b>Dan</b></p> <p>Hold off on communicating Workshop plans until they are finalized at next AC meeting: <b>all AC members</b></p> <p>Update fall calendars with AC meeting dates and times: <b>all AC members</b></p> <p>Meet with each chair individually week of Aug 29-31 to review program priorities: <b>Dan &amp; dept chairs</b></p>
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<ul style="list-style-type: none"> <li>• AA in General Studies</li> <li><b>Math, Engineering, &amp; Tech (Gholam):</b></li> <li>• BS in Information Tech</li> <li>• BS in Electrical Engineering</li> </ul>	
6. Announcements	
None.	
<b>Next regular AC meeting (as part of Chairs Meeting)</b> <b>Fri Sep 7: 10:00-12:00 • SUB 231</b>	