NMSU-Grants Assessment Committee
Meeting Minutes
September 3, 2013

I. Call to order
Beth Humphreys called to order the planning meeting of the Assessment Committee at 11:05 a.m. on September 3, 2013 in Room 03.

II. Roll call
The following persons were present: Marlene Chavez-Toivanen, Paul Garcia, Karen Henry, Bill Serban, Harry Sheski and Beth Humphreys

III. Approval of minutes from last meeting
No minutes for previous meetings were presented for approval.

IV. Old business
a) No old assessment committee meeting business was discussed.

V. New business
a) The committee met to discuss the presentation for the time allocated in the convocation. Using the retreat posters as guides, the members held a lengthy discussion over the PowerPoint presentation as to who could address certain topics and how much detail should be provided. The members also discussed creating a handouts packet. After spending some time on this, the committee recognized the time constraints that one hour creates and decided to reduce the time spent on the presentation, not provide a handouts packet, and instead focus on transcendent outcomes. This takes advantage of the annual meeting wherein all employees of the college are present. Actionable items are as follows:

a. Bill Serban recommended adding Las Cruces—Main Campus as a specific stakeholder since presently NMSU-Grants accreditation falls under its umbrella and a project to develop program review will directly impact the relationship.

b. Paul Garcia recommended asking pertinent questions at the convocation, such as “What makes a good college?” and “What makes a student educated?” The committee further developed the questions to include “What knowledge, skills and abilities should students acquire at NMSU-Grants?”
c. Beth Humphreys recommended including a snapshot of the Whitehouse’s “scorecard” page to show that collecting data from employers within the community is projected to become a federal requirement.

d. Harry Sheski agreed to seek additional time on the agenda from President Casados and to check the supply of presentation/sticky posters and markers.

VI. Adjournment

The meeting adjourned at 11:42 a.m. The meeting adjourned with members planning to meet the Thursday before the convocation to plan the workshop and review the PowerPoint presentation.

Minutes submitted by: Beth Humphreys