



Co-Curricular Assessment Committee  
Meeting Agenda  
September 13, 2019  
9:00 LRC 131

**Agenda Items**

I. Call to Order:

Dr. Baker called the meeting to order at 9:00 a.m.

a. Members Present: Russell Baker, James Edwards, Frank Gonzalez, Karina Leven, Justice Villarreal

5 out of 9 members: Quorum Established.

b. Members Absent: Todd DeKay, James Mares, Veronica Regalado, Devin Stroman, Carolyn Vigil

Welcome our new student representative Justice Villarreal

Nice to have a student voice. Keeps us in line with what today's students think.

II. Changes to Agenda: No changes to the agenda were requested

II. Approval of Minutes: motion to approve minutes by James Edwards and moved and Frank Gonzalez seconded.

**All were in favor and no one opposed, no abstentions, motion was passed.**

IV. Open Issues for Voting:

a. -2018-2019 Cycle Co-Curricular Assessment Plan:

Dr. Baker had a sample on the Success Center; Switched it to an activity plan; synopsis is a narration on what was checked off and need some elaboration on the synopsis.

James said we need an example; Dr. Baker showed an example from the Success Center.

We are going above and beyond to make sure we get accreditation through the HLC. Taking the next step and match what goes into the co-curricular activities to match ILOs. The result from the Co-Curricular Assessment Plan-It shows how we do these activities that impact student learning.

Dr. Baker mentioned plans do not need to be so elaborate-must be simple and straightforward; James Edwards would like to make a motion to have the Co-Curricular Assessment plan for 2019-2020, Frank Gonzales seconded,

**All were in favor and no one opposed, no abstentions, motion passed.**

b. 2018-2019 Co-Curricular Assessment Plan Rubric:

Dr. Baker: The HLC wants to see a rubric to score it; Is it Proficient, Developing or does it need some Revision. Trying to tie co-curricular activities with several types of funding. The Assessment team can make Comments, Recommendations. Dr. Baker mentioned some departments may have the same two to three activities year to year and others may have new ones. Dining services-cultural appreciation, learning about different cultures, but they are not part of the university.

Justice Villarreal Made a motion to accept the Co-Curricular Assessment Plan Rubric and James Edwards seconded,

**All were in favor and no one opposed, no abstentions, motion passed.**

c. CCAC Assessment Plan Review Team Assignment Slate:

Dr. Baker mentioned the Assessment plan review Procedures-Unit Submits to CCAC Chairperson, Review Team meets collectively to score the Co-Curricular Assessment Plan, Review team send Co-Curricular Plan, etc;

Motion to accept the Assessment Plan Review Team Assignment slate: Frank Gonzalez moved to approve and Justice Villarreal seconded;

**Frank Gonzalez, Justice Villarreal, Karina Leven were in favor, James Edwards voted against, motion passes three to one.**

d. CCAC Assessment Plan Review Team Procedures

Dr. Baker reviewed the procedures that are designed to ensure equitable treatment. He stated this document will be placed in a policy and procedures Manuel for CCAC.

**Motion to approve by James Edwards and Karina Leven seconded, all were in favor and no one opposed, no abstentions, motion passed.**

V. New Issues/Updates:

- a. Constitution Day: Romo Villegas is the quiz master with Constitution Day; Photo ops; there will be cupcakes and popcorn; Dr. Baker will craft the assessment plan and it is what the federal government wants-Dr. Baker will design the assessment card and have an assessment table; Match up the booths with operational outcomes; From CCAC perspective track students through whose next and put the first event on Watermark.

- b. Upcoming Assessment Plans: Dr. Baker will first work on his plan then other departments can get started on it.
  - c. Co-Curricular Activities Master Calendar Update: Need to work on this. Send the activities to Veronica Regalado and she can update the Master Calendar. Next year, we can look back and see what all we did and see when the activities took place on Master calendar.
- VI. Other Business: no business
- VII. Adjournment: Karina Leven made a motion to adjourn, Frank Gonzalez seconded. All in favor and no one opposed, no abstentions. Motion passed.  
Meeting was adjourned at 9:53 a.m.

Next Meeting Friday September 20<sup>th</sup> at 9:00 a.m. in LRC 131