
MEETING MINUTES MAR. 13, 2020

SIER 209, 9-11 a.m.

Meeting called to order: 9:04 a.m.

In attendance: Sam Byington, Cheryl Cardoza, Gabriel Chavez, Tara Connolly, Melissa Deadmond, Jinger Doe, Cate Edlebeck, John Fitzsimmons, Meeghan Gray, Sabrina Ladd, Mark Maynard (Chair), PJ Mitchell, Jennifer Pierce

Absent: Ana Douglass, Brian Ruf, Karen Wikander

Guests: Amber Anaya, Donna Clifford, Cheli Cuevas, Jean Lampson

Academic Calendar

Donna Clifford, Cheli Cuevas, and Jean Lampson briefly joined the committee to present the Academic Calendar and seek approval for a 2023 commencement date. The options for commencement in 2023 are May 12 or May 15.

A motion was made and the committee voted on unanimously to hold commencement on May 12, 2023.

Approval of the March 6, 2020 Minutes

A motion and a second was made by Jinger Doe and PJ Mitchell respectively to approve the March 6, 2020 meeting minutes. The motion passed with 3 abstentions.

Review and Evaluate CAN/CLS PUR

Chair Maynard reviewed the comments on the PUR rubric under each evaluation criteria: Initial, Emerging, Developed, Highly Developed, and Suggestions/Comments. The [PUR Handbook](#) can be found on the TMCC.edu website.

- I. Program Unit Overview:** The committee voted this item as Emerging. It was noted core themes should be tied to the mission statement and describe soft skills and goals.
- II. Current Status of the Program Unit:** The committee voted this item Emerging. Suggestions made were to: include dean and VPAA reports, set milestones to accomplish in a set amount of time, include recommendations in the summaries, and include more supporting data.
- III. Program Curriculum and Offerings:** The committee voted this item Developed. Suggestions received were document the industry requests and job placements to supplement the anecdotal evidence and to include data from the U.S. Labor Department.
- IV. Program Assessment:**
 - a. The committee voted this item as Emerging. It was noted the outcomes are not clear, the outcomes are not mapped, and there is indirect evidence of CSLO level assessment, and outcomes are not aligned to PSLO's.
 - b. This was voted by the committee as Emerging with the suggestions to include and reflect in the PLO's the minimum competencies or standards to performing these tasks, and show how compliance with safety procedures from the PUR is assessed.
 - c. General Education assessment is not required in this program. The committee deemed this item N/A.
 - d. This was voted by the committee as Emerging with suggestions to show data analysis from state exams to identify problems and improvements needed. Use the state exam results when participating in Close the Loop.

e. This was voted by the committee as Emerging with the observation there was only a vague anecdotal description that faculty meet to discuss assessment results and do see improvement.

V. Enrollment: This was voted as Highly Developed by the committee. It was noted there were thoughtful and commendable strategies, such as more outreach to high schools, more weekend classes, and simplifying enrollment. It was also noted the CNA and CLS programs serve a greater percentage of ethnic minority students than the college as a whole.

VI. Student Success: This was voted as Developed by the committee. It was recommended to analyze drop rate per student and determine if they dropped due to clinical failure, personal, or academic failure. Exam data could be used to further examine student success strategies.

VII. Resources: This was voted as Developed by the committee with comments that facilities and staffing are currently sufficient and is future increased enrollment planned for.

VIII. Future Directions: This was voted as Developed. Outreach and community efforts were noted as commendable. The committee would like to see something more concrete and detailed on how they plan to improve program completion and more data to ensure whether the program provides enough staff for new and existing hospitals.

Final Comments:

The committee recommends proofreading and including the Dean's findings.

Old Business

Chair Maynard reminded the committee they may recuse themselves if their department is up for a PUR.

New Business

None

Meeting adjourned: 11 a.m.