



Meeting Minutes

Present: *Jane Ballagh de Tovar, Mary Pflanz, Gayle Lee, Melissa Lenos, Yvonne Telep, Jennifer Bales, Juan Rangel, Sandra Tapp, Casey Rooman Smith*

Regrets: *Joe Multhauf, Ana Valdez, Pedro Leite, Lisa Stoothoff, Laura McKnight,*

Mary Pflanz called the meeting to order at 1:02 p.m. Gayle Lee offered the opening prayer.

Juan Rangel moved to approve the agenda; Casey Rooman Smith seconded the motion. The agenda was approved with a voice vote.

Sandra Tapp moved to approve the minutes from the meeting on December 1, 2017; Melissa Lenos seconded the motion. The minutes were approved with a voice vote.

A final copy of the Donnelly committees was distributed. To be more accurate, we changed the document's title to *Institutional Entities*.

We discussed revising the template for the assessment of our learning outcomes. Jennifer will work on modifying the template and present at our next meeting. The area in gray will be labeled DCLO & PLO, and the next section will be used for SLOs.

The group worked on mapping several programs to the DCLOs. Updates can be found on the Institutional Effectiveness website.

Jennifer will create a template, so we can map courses to programs in our next meeting.

The meeting was adjourned at 1:42 p.m.