



Minutes 05-17-12 (Thursday)  
**Outcomes Assessment Committee for Co-Curriculum, Administration and Operations**  
9:00 a.m. – 10:30 a.m.  
Curry Room, Corbett Center

**Members Present:** M. Bernstein, L. Kirby, D. Melendez, C. Nevarez, and S. Stovall

**Members Absent:** B. Atwood, R. Galvin and B. Wise

**Staff Present:** V. Stuart

**1. Call to Order.**

**2. Approval of Minutes:** The minutes from April 19, 2012 were approved.

**Reports:**

UOAC – S. Stovall reported Dr. Luiz Vazquez (Associate Vice President for Research Integrity) discussed IRB requirements and answered questions pertaining to which types of research need IRB approval. Research that will be used only internally does not need IRB approval, however, research intended for external use (publications, surveys, sharing) does need IRB approval. Creating IRB application templates for assessment activities is acceptable and recommended. Dr. Vazquez emphasized IRB is always willing to help at any time during the application process, if needed.

**4. Focus Group Recap:** M. Bernstein announced the focus group session went well and they received positive feedback. Participants took approximately 15 minutes to complete Phase 1 and tended to get hung up on question #5. The examples also proved to be more of a hindrance rather than helpful in the long run and there were no issues regarding the “area versus unit” topic. Overall, participants are pleased with the direction OAC-CAO is heading.

**5. IRB Update:** M. Bernstein and S. Stovall will meet with IRB staff in two weeks to discuss two versions of the Phase 1 Report template. Examples of the templates were distributed to members for review and comments. The templates reflected two options: a) the short form to be submitted directly to OAC-CAO for internal use only, and b) the augmented form to be submitted to IRB and OAC-CAO, allowing the option to present and/or publish results externally. Forms will be sent electronically to members. M. Bernstein and S. Stovall will provide an update at the next meeting.

**6. Update on OAC-CAO Membership:** S. Stovall reported letters requesting nominations for new membership will be sent soon from the President and Provost. The letters are also asking for recommended representation (one member from each area) to participate in the Staff ChAMPION professional development program. This will require attending weekly meetings for an hour. Participation should be considered as part of their regular duties and not be perceived as an added responsibility. Members whose terms are ending in May are: Regina Galvan, Barbara Wise and Michelle Bernstein. Michelle Bernstein has agreed to extend her membership for another term. New members will begin their term in June.

**7. Announcements:** S. Stovall announced she is developing plans to hold an Assessment Retreat mid-August which would bring campus-wide outcomes assessment committee members together to discuss ideas for the upcoming academic year. Members liked the idea but informed S. Stovall mid-August is during their peak time with student activities and would not be a good time for them to attend a retreat. It was decided late June, or early July, would be better. S. Stovall will work on alternative dates and will report back at the next meeting.

**Next Meeting:** June 28, 2012, 9-10:00 a.m., La Academia.