

Minutes 03-21-13 (Thursday)
Outcomes Assessment Committee for Co-Curriculum, Administration and Operations
9:30 a.m. – 10:00 a.m.
Zuhl Library Conference Room

Members Present: Brian Atwood, Michelle Bernstein, Kelly Brooks, Michelle Gavin, Pamela Jeffries, Lisa Kirby, Norice Lee, Sarah MacCallum, Melody Munson-McGee, and Carol Nevarez and Shelly Stovall

Members Absent: Brenda Blackburn, Tim Hand, David Melendez, Darlene Nelson, and Marisella Reyes

Staff Present: Valerie Stuart

Greetings.

Approval of Minutes: The minutes from January 24, 2013 were approved.

UOAC Report: Michelle reported a list of assessment tools from Noel-Levitz was distributed to the Council to review and determine if any surveys would be useful for NMSU to participate in. Participation can be expensive and results are showing what we already know. It was suggested that creating internal surveys might better serve NMSU in the long run. Michelle also shared that positive actions were being made by the other campus-wide outcomes assessment committees.

Reporting Timeline: Michelle announced it will be necessary to begin the reporting process without IRB collaboration this time around. Kelly has volunteered to create a fillable PDF Phase 1 Reporting Form. Members determined the reporting timeline to be as follows:

Call for Reports: April 15, 2013.

Phase 1 Campus Training: Last week of April through end of May (conduct one session a week). Michelle will schedule rooms before assigning proctors.

Phase 1 Report Deadline: July 31, 2013.

Phase 2 Campus Training will be set at a later date.

Director of Assessment Search: Michelle announced the Director of Assessment candidate, Dr. Shelly Stovall, will hold an Open Forum today at 2:00 p.m. that will include a 20 minute presentation. Michelle informed members the second candidate has withdrawn.

Announcement: Shelly announced the Assessment Retreat has been scheduled for May 16, 2013, 9:30 a.m.-3:30 p.m., at The Holy Cross Retreat. The “Call for New Members” letter will be sent out next week with an invitation to attend the Retreat. The format will include an overview of what all the campus-wide outcomes assessment committees have achieved to date, introducing new members, thanking outgoing members, breakout sessions for individualized committees to begin working on plans, and goals, for the upcoming year, and reporting these plans/goals to all campus-wide outcomes assessment committees at the end of the day.

Next Meeting: April 25, 2013.