

Assessment Retreat – May 2014
**Committee Report: Outcomes Assessment Committee for Co-curriculum,
Administration & Operations (OAC-CAO)**

Accomplishments of the OAC-CAO - 2013-14

- Phase 1 assessment reporting process improvements and training- new format available online
- Oversight of the Phase 1 assessment reporting planning, collection and review of unit planned activities. Have seen an increase in participation (approximately 35 reports received this past year)
- The evaluation and selection of "Weave" assessment tool/application
- In process of "Weave" implementation with target deployment in Fall 2014

Did a review of the OAC-CAO's mission, goals, and objectives find they were in alignment with the goals and objectives of the Office of Assessment?

Yes

Did the work of the OAC-CAO over the past year align with the mission, goals, and objectives? How or how not? Is there any evidence the committee made progress toward, or met any of its goals/objectives?

Yes

Are there any areas in which the OAC-CAO can work toward improved practice and/or effectiveness? Is there a particular goal/objective on which the committee should focus in the coming year? If so, which one(s) and why?

- Improve timeliness in executing assessment processes including review of unit submissions. It is the hope that Weave will help with this
- Consolidation of ongoing assessment efforts - Phase 1 & 2 more integrated. WEAVE assessment reporting software will help.

How can the OAC-CAO support NMSU's focus on student writing (Quality Initiative: *Expert Insider Prose: Developing Students' Disciplinary Expertise in Writing*)?

The committee reps from the various academic support units all hire students in their respective areas. Members plan to collaborate on how we can collectively help students improve their writing skills

Role of Committee Members

- Effectively communicate outcomes
- Support Office of Assessment initiatives
- Perform usability testing for new software
- Continuously improve outcomes assessment by working closely with units

Project Focus 2014-15

Outcome 1: Complete Scoring Session – Phase 2 Reports

Tasks:

- Collect reports
- Schedule room
- Arrange for food
- Select Best Practices Award winner

Outcome 2: WEAVE demo for committee members

Outcome 3: WEAVE training for committee members

Date/Resource Requests for 2014-15 Academic Calendar

- Breakfast Scoring Session – June Report Review – June 20, 2014, 8:30am – 12:00noon; Zuhl Library Conference Room
- WEAVE Demo – TBD
- WEAVE Training for the committee – TBD

Regular Monthly Meetings: 4th Tuesday of each month, 9:30am (60 min)

Preferred Location: Zuhl Library Conference Room

Committee Appointments for 2014-15:

- **Co-Chairs** – Teresa Burgin; Melody Munson McGee
- **UOAC Representative** – Teresa Burgin
- **Project Team Leads**
 - IT/WEAVE Assessment Reporting Software – Pamela Jeffries
 - WEAVE Training – Teresa Burgin