

**University Outcomes Assessment Council**  
**November 6, 2012**  
**Zuhl Library Conference Room**  
**1:30 p.m. – 2:30 p.m.**

**Members present:** Judy Bosland, Kathy Brook, Joan (Jody) Crowley, Julie Fitzsimmons, Tim Hand, Pam Jeffries, Sharon Lalla, Gary Rayson and Shelly Stovall

**Staff present:** Valerie Stuart

1. **Greetings.** Introductions were made.
2. **Approval of Minutes:** Minutes from the September 4, 2012 meeting were approved.
3. **CLA Final Report:** Judy will work diligently to obtain approval to post the CLA results by the next UOAC meeting.
4. **Relationship between the Office of Assessment and Institutional Analysis:** Shelly distributed a chart illustrating the roles of each office and where these roles intersect. A member expressed a lack of understanding campus-wide of what Institutional Analysis (IA) does. Judy acknowledged this concern and stated she is currently working with ICT to develop ways of privatizing NMSU data reports that will be accessible through COGNOS or other means. Finding ways to announce IA as a useful resource to the campus has been very challenging. When important data reports become easily accessible, this should help clarify some duties IA is responsible for and may lead to other data requests in the future.
5. **Reports/Updates:**
  - **CASL-BE** – Tim reported the committee has added a student group component and the students are very enthusiastic and have come up with some good ideas. Students on the committee found the rubric very useful and are meeting with different student groups on campus describing the rubric and how it can help with their baccalaureate experience. Development of an app that will help record student's baccalaureate experiences are being discussed. A workshop will be held at the Teaching Academy November 15 to go through transcripts from the self-awareness focus groups that were held during Spring 2012.
  - **OAC-CAO** – Pam announced the "Call for Reports" letter has been sent with a due date of November 2. Reporters were given two options: 1) use the old form, or 2) use the new form created with the help of IRB that aligns program goals with Building the Vision.
  - **Teaching Academy** – Sharon provided a handout listing professional development on assessment workshops held during October and November. The assessment type workshops have been well attended. Upcoming peer reviews will be conducted via an online environment (Quality Matters) and will be implemented soon. To date, six faculty members have shown an interest.
  - **AST** – Jody reported AST is focusing on the Inclusion, Diversity, Equity & Access (IDEA) Grant – "Fostering Success for English Language Learners." Questions of how to identify English language learners were brought up and will be answered at a later time.
  - **ADAC** – Kathy reported the Business College had their accreditation visit last month and things went well. They are now on a five-year cycle and the focus on this visit was in three major areas: a) quality of faculty, b) strategic processes, and c) assurance of learning. For the next visit, they have been tasked with changing learning objectives – differentiate between performance levels – and would like to see some demonstration of knowledge in business.
  - **CASL-GE** – Julie announced the STEM instrument is being prepared for Spring implementation and will be presented at next week's meeting. Lessons learned from last year's online instrument will help improve and develop this year's online implementation.

Judy will provide a list of Spring 2013 VWW instructors to Julie. Several members will present a report of last year's project results at the New Mexico Higher Education Assessment and Retention (NMHEAR) Conference in February 2013

- **Graduate Council** – Gary reported the Graduate Council is addressing the inconsistencies found in the Graduate Catalog regarding the definition of a full-time graduate student in the Tuition, Fees and Other Expenses section. A graduate student taking 9 or more credits should be considered full-time. Another issue being addressed is making sure graduate assistants get paid during the first, or second, week of the semester rather than having to wait a full month. Proposals for new certificate programs and graduate minors are also being reviewed.

**6. Next Meeting:** December 4, 2012.