



## Outcomes Assessment Committee for Co-Curriculum, Administration and Operations

### RECORD OF MEETING

November 21, 2013

9:30 a.m. – 10:30 a.m.

Zuhl Library Conference Room

**Members Present:** Johana Bencomo, Michelle Bernstein, Teresa Burgin, Michelle Gavin, Pamela Jeffries, Norice Lee, Sarah MacCallum, Melody Munson-McGee, David Melendez, Carol Nevarez, and Shelly Stovall

**Guest:** Pankaj Sharma, ICT

**Members Absent:** Kelly Brooks, Michael Jasek, Darlene Nelson, and Marisella Reyes

**Staff Present:** Valerie Stuart

#### Greetings.

#### Approval of Record of Meeting – November 21, 2013:

- Approved.

#### Weave Assessment Software Implementation Plan:

- Melody announced the funding for WEAVE Assessment Software has been approved for 3 years. Steps to be taken:
  - Purchase software – Teresa will contact Purchasing to determine what is needed to move forward. (Is a RFP required? Can all expenses be rolled into one PO?)
  - Implementation – Shelly will contact John Cutchins (sp?) to gather information and advice to assure expeditious implementation. Pam will check security issues and committee members will develop an implementation group to help strategize a plan by identifying stakeholders, establishing NMSU WEAVE users, and clarifying types of data that will be collected. Members elected to start fresh and not upload any data/reports gathered from the past. Once NMSU has acquired WEAVE, ICT will begin installation preparations by procuring ICT staff help and designating someone to oversee the project. Shelly reported implementation takes 8-12 weeks – the institution determines the timeline – if NMSU is ready, WEAVE will be ready. WEAVE will supply sample implementation plans to use as a guide, also. At this time, there is not a way to determine what the time frame will be once NMSU purchases WEAVE. Shelly stated NMSU should assume they will be in WEAVE's queue for a month.
  - Training – Generally face-to-face training takes 2-4 hours. Training participants will be able to train others after the session. Shelly will check on the materials. Teresa announced that if WEAVE evolves into an enterprise system, the Center for Learning and Professional Development will offer the training workshops in the future.
- Timeline Goals:
  - Purchase WEAVE in February.
  - Implementation – March-April.
  - Strategy Development – May-September.
  - Go live by September 14, 2014.

- OAC-CAO duties:
  - Develop Implementation committee.
  - Develop pilot systems.
  - Shelly will oversee academic needs.

**Next Meeting:** December 19, 2013.