Assessment Retreat – May 2013
Committee Report: Outcomes Assessment Committee for Co-curriculum, Administration & Operations (OAC-CAO)

Reflect on the accomplishments of the committee over the past year
- New Phase I form, timeline, and rubric
- Campus Training on Phase 1 (multiple sessions)
- Committee Training
- IRB Collaboration
- Increased Size
- Alignment with Building the Vision (BTV)

Did a review of the committee’s mission, goals, and objectives find they were in alignment with the goals & objectives of the Office of Assessment?

Yes

Did the work the committee did last year fit within 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?

New form and process supports continuous assessment and intentionality in assessment.

Goals were
- Have units align their goals/objectives with BTV
- Implement Phase 1 Reporting with revised forms
- Provide training to the campus community and OAC-CAO Committee members
- TA presentation

All of these were accomplished.

What directions should the committee head for this coming academic year (2013-14)? Are there any ideas for improved practices? Is there a particular goal/objective on which the committee should focus in the upcoming year? If so, which one(s) and why?

- Giving good feedback.
- Database for efficiency and transparency.
- Participate in moving forward with assessment software.
- Continual training.
- Phase 2 rollout.
- BTV alignment.
- Look for best practices for assessment on other campuses.

What is the role the committee should play in working toward goals/objectives this year? What role should committee members play? Does everyone agree? If not, explain.

- Continue alignment with NMSU mission and goals.
- Internal communicators-Individual members are the frontlines of sharing information, promoting assessment, and providing support for areas/unit.
Project Focus 2013-14

**Outcome 1:** Every CAO department submits reports (at least 1)

**Tasks:**
- Shelly meets with VPs one on one (Shelly)
- Clarify expectations
- Additional campus trainings (Best Practice Panel)
- Accountability

**Outcome 2:** Create database (retain organizational knowledge)

**Tasks:**
- Find out our ability to share information.
- Diplomatic roll-out.
- Technical aspect.
- How/where to share.
- How to integrate phase.

**Outcome 3:** Feedback

**Tasks:**
- Assign teams – distribution of experience.
- Divide up reports.
- Additional committee training.
- Clarify who gets copy of feedback.

What are the “Rules” (parameters) of the game for the committee? For individuals?

- Diplomacy
- Authority
- Transparency
- Dedication

What pieces (resources) needed to play the game?

- Time
- Training/knowledge
- Support/Buy-in
- Software/database
- Budget
- Accountability

How will you demonstrate accountability for making progress toward/achieving your desired outcomes?

- 100% feedback
- Evaluations from reporting areas