

Outcomes Assessment Committee for Co-Curriculum, Administration, and Operations (OAC-CAO)
Record of Meeting
Thursday, August 27, 2015
9:30 a.m.
Zuhl Library Conference Room, 225

Action Items:

- Please read chapters 3-4 of *Assessment Reconsidered*. Adam Cavotta will lead a 10-15 minute discussion on the reading at the next OAC-CAO committee meeting scheduled for September 17, 2015 9:30-10:30 a.m. in the Zuhl Library Conference Room (225).

Attendees: V. Haggard, M. Jackson, S. Montes, M. Gavin, A. Covatta, G. Berela, D. Smith.

1. Welcome and Approval of Minutes

Michelle Gavin, OAC-CAO Co-Chair called the meeting to order and welcomed David Smith, Director of Assessment and attending committee members.

Meeting minutes from the June and July meetings were both reviewed and approved.

2. Assessment Schedule & Scoring Rubric

- a. Program assessments are due on October 15, 2015. The OAC-CAO committee will score assessment by November 20th.
- b. Michelle Gavin will contact Dr. Luis Vazquez, Associate VP for Research Integrity to inquire if he would be available to present at the September or October meeting to give a brief overview and discussion of the Institutional Review Board (IRB) and provide insight as to when IRB approval is required.
- c. A scoring discussion and practice exercise will be covered in the September and October meetings to help prepare the committee for the report scoring session in November.
- d. David Smith is working on finalizing the 2015 scoring rubric and glossary of assessment terms for WEAVE. Reading privileges allow anyone with a login to view all submitted reports.

3. NMHEAR Conference

Committee members are encouraged to attend the NMHEAR Conference and submit presentation proposals. Presentations and posters can be submitted by an individual and/or by a committee made up of smaller groups, pairings, or individuals. Committee members should inquire support from your department but if funding is not available at the department level, please contact the Office of Assessment for assistance. Proposals are due November 20th. For more information and to submit proposals, please visit: <http://nmhear.nmsu.edu>.



4. Discussion of *Assessment Reconsidered*
 - a. Discussion was lead by Suzanne Montes for chapters 1-2.
 - b. Members are asked to read chapters 3-4 before the September meeting. Adam Cavotta agreed to lead discussion of the reading the next meeting scheduled for September.

5. Reflections on department contributions to student learning
 - a. Each committee member described their department's contribution to student learning and members discussed both the direct and indirect contributions.

