

# University Outcomes Assessment Council

## RECORD OF MEETING

February 4, 2014

Zuhl Library Conference Room

1:30 p.m. – 3:00 p.m.

**Members present:** Judy Bosland, Teresa Burgin, Greg Fant, Julie Fitzsimmons, Sharon Lalla, Norice Lee, Mardi Mahaffey, Gary Rayson, and Shelly Stovall

**Staff present:** Valerie Stuart

**1. Greetings.**

**2. Approval of Record of Minutes – December 3, 2013:**

- Approved.

**3. Note:**

- Add UOAC membership list to Assessment website.

**4. Responsibilities of UOAC:**

- Sharon asked members to review handouts of UOAC's mission/goals/objectives to determine if any updates need to be made. Members deliberated over what the purpose of UOAC should be and how the Council can move forward. Shelly indicated the Council can help establish guidelines and strategic plans for the other assessment committees on campus, as a suggestion. Shelly also provided copies of the "Levels of Assessment" document and Gary noticed the committees listed are geared towards undergraduate programs, with no mention of graduate programs. Should a model be created for graduate programs? Gary invited Shelly to attend the next Graduate Council meeting to discuss this subject. The discussion of UOAC's responsibilities will continue at the next meeting.

**5. Annual Assessment Retreat:**

- Shelly announced the Annual Assessment Retreat is scheduled for Wednesday, May 14, 9:00a.m.-4:00 p.m., at the Holy Cross Retreat Center. UOAC has been invited to attend. The plan suggested is to have UOAC attend the morning overview session and then return later for the reporting session from each committee at the end of the day. Shelly will email the retreat's agenda to members.

**6. Reports/Updates:**

- **Graduate Council** – Gary reported the Graduate Council is currently working on the following issues: a) collaborating with the Graduate School to set a maximum time limit for working on doctoral degrees – there is no time limit at this time, b) defining what an interdisciplinary doctorate and interdisciplinary master degree means, c) addressing students admitted without a major, d) professional degrees versus graduate degrees, and e) fractional grading. Judy asked Gary to direct any fractional grading issues/questions from the appeals committee to the Office of Institutional Analysis.
- **CASL-BE** – Mardi stated CASL-BE has decided to direct efforts towards the development of a Baccalaureate Experience Student Survey. The survey will be piloted in some classes to test the instrument – no data will be gathered.
- **IA** – Judy announced the National Survey of Student Engagement will be emailed to freshmen and seniors on February 18. Members were asked to encourage students to participate in the survey and keep their eyes open for advertisements around the campus (paper and digital).
- **CASL-GE** – Julie reported CASL-GE has begun administering the STEM project and writing pilot to VWW courses – online (writing) and face-to-face (STEM and several with

the writing project). The scoring session has been scheduled for April 11. Also, CASL-GE will be presenting at the NMHEAR conference.

- **DACC** – No report.
- **OAC-CAO** – Teresa announced NMSU has a purchase order for WEAVE now and Grace La Torra has been assigned as project manager to oversee the implementation process. Phase 2 reports will be collected to complete the reporting cycle for 2013-14. Members also discussed the annual assessment retreat and NMHEAR conference.
- **ADAC** – Norice reported ADAC has been busy looking at different programs and services to help promote student success and software that will help support veterans. She will send the ADAC update to members.
- **Office of Assessment** – Shelly reported NMSU should hear from HLC regarding the Quality Initiative mid-February. Shelly and Judy discussed ideas for a faculty survey regarding writing in the disciplines and ways to get the word out. Shelly also announced the first Provost Research Scholar course has six students enrolled this spring. She's hoping the students can provide an assessment report to UOAC at the end of the semester.
- **Teaching Academy** – Sharon reported peer coaching workshops have been scheduled throughout the spring semester – face-to-face and online. These workshops utilize the University Teaching Council rubrics created last year.

**7. WEAVE Assessment Software:**

- Teresa explained it will take 6-8 weeks to implement the WEAVE software and they're hoping to have it fully implemented by Fall 2014.

**8. NMSU's Quality Initiative – *Expert Insider Prose: Developing Students' Disciplinary Expertise in Writing:***

- Shelly announced NMSU will focus on developing expertise in the discipline and Grants Campus will be integrated with the Las Cruces Campus. At this time, concentration will be on undergraduate courses. Goal is to help faculty understand how they can incorporate writing in a manageable way. Initial phase will begin in spring 2014. A faculty survey will be administered during the spring and a student survey administered in the fall. Faculty will be asked to submit samples of assignments given to students, also.