
UNIVERSITY OUTCOMES ASSESSMENT COUNCIL (UOAC)

Record of Meeting
February 17, 2015
1:30 pm. – 3:00 p.m.
Milton Hall Room, 81

Attendance: Michelle, Judy, Julie, Mardi, Norisse, Samantha, Shelly, Sharon

- Minute approval Feb 3
Email with minutes to be approved via email to all committee members
- 2015 Conference on Assessment Updates and Assigned Tasks:
 - Location/Rooms (Shelly)
 - Opening session in senate gallery senate chambers, round table to start at 8:30 instead of 9:40. Breakfast at 8:00
 - Rest of sessions in DOM, MH81 and MH50 (signs will be on doors)
 - Registration from 7:45 to 9:30 Corbett, Registration moved to DOM
 - Program (Shelly)
 - Welcome Letter from UOAC was edited and given to Shelly
 - Description of BE and QI is described (one page right now)
 - Committees (Sharon will pare it down to a few sentences each)
 - Bios of Plenarys
 - Sponsorship page
 - Student creative writing remains in program
 - Conference title has 2015. “NMSU’s Conference on Assessment 2015. Putting the Pieces Together: Quality Initiative and the Baccalaureate Experience”
 - Name tags will have evaluations link and QR code
 - BE rubric will be in back of program
 - Glossary
 - Abstracts (Sharon)
 - Abstracts to be completed by Thursday a 5 pm for Kerry
 - Poster info. Needed for program
 - Speakers/Dinner 3/12/15 (Shelly)
 - Shelly, ;Norisse, Judy, Sharon will go to dinner – La Posta 6:30pm
 - Student and Faculty Writing Competition (Shelly)
 - Letter to Editor committee (marketing to students just started). Raise awareness at the conference only. March 20th is deadline
 - Faculty/staff writing competition is cancelled.
 - Student Ambassadors (Shelly)
 - Still working on it. Intros to session, evaluations,
 - Poster Proposals (Mardi and Norice)
 - 16 posters submitted. Need to check space constraints

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- Get titles and names for the poster page from Mardi
 - Poster presenters should be present 11:45 to 12:30
 - Registration Updates (Judy for student enrollment and Sharon for TMS)
 - Faculty/staff registration update: 46 full, 5 morning, 1 afternoon;
 - Student registration update: 4 students
 - Food Details (Julie/Shelly)
 - Needs numbers by March 6
 - Technical Support
 - Academic tech, Susan as coordinator, Christina, CLPD person unidentified
 - Session and Conference Evaluations (Judy and Sharon)
 - Michelle gave data re Teaching Academy results
 - Judy will send draft of question for session and overall evaluations before next meeting
 - Overall conference, slider online
 - Communications Plan (Mardi and Norice)
 - Faculty/staff communication plan: facultytalk, hotline, ASNMSU monitors, student hotline, Canvas (Sharon Ask Steve), grad students, teaching academy (Michelle), ADAC,
 - Other
 - NMHEAR Attendance
 - Julie, Samantha, Mardi, Sharon
 - Other?
 - Future meetings -
 - Mar. 3: Zuhl Library Conference – Rm 225
 - Mar. 10: Final Conference Prep – Zuhl Library Conference – Rm 225
 - Apr. 7: Zuhl Library Conference – Rm 225
 - UOAC Summer Retreat – : Wednesday, May 20