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:
  o 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
  ▪ Name tags will have evaluations link and QR code
  ▪ BE rubric will be in back of program
  ▪ Glossary
  o Abstracts (Sharon)
    ▪ Abstracts to be completed by Thursday a 5 pm for Kerry
    ▪ Poster info. Needed for program
  o Speakers/Dinner 3/12/15 (Shelly)
    ▪ Shelly, Norisse, Judy, Sharon will go to dinner – La Posta 6:30pm
  o 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.
  o Student Ambassadors (Shelly)
    ▪ Still working on it. Intros to session, evaluations,
  o Poster Proposals (Mardi and Norice)
    ▪ 16 posters submitted. Need to check space constraints
- 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
  - Apr. 7: Zuhl Library Conference – Rm 225
  - UOAC Summer Retreat –: Wednesday, May 20