



Office of Assessment
Putting the Pieces Together

UNIVERSITY OUTCOMES ASSESSMENT COUNCIL (UOAC)

Record of Meeting

March 3, 2015

1:30 pm. – 3:00 p.m.

Zuhl conference room, 225

Attendees - J. Bosland, G. Fant, J. Fitzsimmons, L. Grant, M. Jackson, S. Lalla, S. Stovall, N. Lee

Minute approval February 3 approved. February 17 record of meeting approve as amended.

2015 Conference on Assessment Updates and Assigned Tasks:

- Location/Rooms (Shelly) Snack baskets will be available in each room. Attendees will need to go in through the Corbett Center west entrance for morning plenary.
- Registration - Students, faculty and staff to receive reminder notice of conference. 29 students and 82 faculty/staff full-day, 8 morning, 4 afternoon are currently registered for the conference. When reminding attendees of the conference, mention dietary options including gluten free and vegetarian.
- Program (Shelly) - Poster abstracts will be included in the program. Program should be thoroughly reviewed.
- Abstracts (Sharon) - Poster abstracts to be sent to Kerry.
- Speakers (Shelly) - Speakers may need hosts to get to and from the University and any dinner plans. Parking placards for hosts should be prearranged. The WEAVE representative will likely need a hosts, which could possibly be Christine Reyes because they will be in the same room during the conference.
- Student and Faculty Writing Competition (Shelly) - There are currently fifteen (15) submissions for the student writing competition. There will be a certificate and swag bag for the inhouse writing competition.
- Student Ambassadors (Shelly) - Least-staffed time as far as ambassadors go is during lunch times. Identifying ribbon for folks that will be assisting during the conference.
- Poster Proposals (Mardi and Norice) - 14 posters proposals have been submitted at this point. 7 core boards will be needed for displaying. Valerie at the Honors College might have access to poster holders. Posters will be mounted at the conference.
- Registration Updates (Judy for student enrollment and Sharon for TMS) 29 students and 82 faculty/staff full day, 8 morning, 4 afternoon are currently registered for the conference.
- Food Details (Julie) - Delivery between 11:30-11:45. J. Fitzsimmons will be point of contact. Request extra trash cans, extra custodial from OFS
- Technical Support - S. Vanegas (lead), Ron Logan (Domenici), G. Smart (Domenici) S. Leask (81), R. Grant (81), C. Reyes (81), M. Jackson (Teaching Academy)

-
- Session and Conference Evaluations (Judy and Sharon) Ambassadors will have abstracts to introduce the speakers and distribute and collect evaluations. Send assessment template to J. Bosland. Session evals will be distributed hard-copy. Conference evaluations will be emailed to you following the conference. Exclude venue from the satisfaction portion. J. Bosland will prepare envelopes with evaluation forms, with session indicated for ambassadors to distribute and collect. Envelopes will be ready in time for next week's meeting. Suggest to presenters to finish their presentation in time for evaluations. Conference proceedings will be requested from presenters.
 - Communications Plan (Mardi and Norice) - Send out last chance announcement via Hotline. Deadline is Friday for registration.
 - Other
 - NMHEAR debrief - Was very well-attended. Speakers were very good. NMSU had six posters. There were close to 400 registrants.
 - Other?

Future meetings -

- Mar. 10: Final Conference Prep – Zuhl Library Conference – Room 225
- Apr. 7: Zuhl Library Conference – Room 225
- UOAC Summer Retreat – : Wednesday, May 20