

Outcomes Assessment Committee for Co-Curriculum, Administration and Operations

RECORD OF MEETING

August 29, 2013

9:30 a.m. – 10:00 a.m.

Corbett Center Curry Room

Members Present: Johana Bencomo, Michelle Bernstein, Kelly Brooks, Teresa Burgin, Michelle Gavin, Michael Jasek, Pamela Jeffries, Norice Lee, Sarah MacCallum, David Melendez, Melody Munson-McGee, Darlene Nelson, and Carol Nevarez

Members Absent: Marisella Reyes and Shelly Stovall

Staff Present: Valerie Stuart

Greetings.

Approval of Minutes:

- July 18, 2013 minutes approved with the following amendments: correct Johana's last name in "Introductions" section and replace last sentence in "Focus on Writing" section with "The English Department had the *Inclusion, Diversity, Equity & Access (IDEA) Grant Team* grant last year, and the focus of the grant on writing and English Language Learners was a first step in moving in this direction."

UOAC Report.

- No report. Committee has not met.

List of Submitted Forms:

- Michelle handed out the list of reports that have been received as of today. Norice announced the Library will be submitting their forms soon. Reports were broken into groups for teams to review. Teams are:
 - Group 1 – Carol and Michelle B.
 - Group 2 – Norice and Melody
 - Group 3 – Teresa and Michelle G.
 - Group 4 – Michael and Melody
 - Group 5 – Pam and Marisella or Michelle B.
 - Group 6 – David and Johana
 - Group 7 – Teresa and Darlene
 - Group 8 – Kelly and Sarah

Reviews are due to Michelle B. by Tuesday, September 16.

Future Direction:

- Michelle B. will be stepping down as chair but will remain as a member of the committee. A motion to elect Melody and Teresa as co-chairs was unanimously approved. Michelle thanked all the members for all their hard work.
- Kelly thanked Michelle for her enthusiasm, passion, and for making the committee enjoyable to be a member of.

Announcements:

- Michelle announced the newly revamped Assessment website is now live and encouraged members to visit the site.
- Michelle informed members of Shelly's new office location.

Next Meeting: September 26, 2013, 9:30 a.m.