



Minutes 11-15-12 (Thursday)  
**Outcomes Assessment Committee for Co-Curriculum, Administration and Operations**  
9:00 a.m. – 10:00 a.m.  
Zuhl Library Conference Room

**Members Present:** Michelle Bernstein, Michelle Gavin, Tim Hand, Pamela Jeffries, Sharon Jones, Sarah MacCallum, David Melendez, Melody Munson-McGee, Carol Nevarez, Darlene Nelson, and Shelly Stovall

**Members Absent:** Brian Atwood, Brenda Blackburn, Kelly Brooks, Lisa Kirby, and Norice Lee

**Staff Present:** Valerie Stuart

**Greetings:** Members, old and new, were reintroduced.

**Approval of Minutes:** The minutes from September 20, 2012 were approved with the stipulation the date be amended.

**UOAC Report:** Tim reported the Council discussed the relationship between the Office of Assessment and the Office of Institutional Analysis. A chart illustrating the roles of each office and where these roles intersect was distributed to members and will be posted on the Assessment website. The Graduate Council will clarify the definition of a full-time graduate student – a student enrolled in 9 or more credits will be considered full-time. CLA results are now posted at: [http://www.collegeportraits.org/NM/NMSU/learning\\_outcomes](http://www.collegeportraits.org/NM/NMSU/learning_outcomes). Judy Bosland is writing a condensed version of the results and will distribute this report campus-wide after she receives approval.

**IDEA:** Michelle informed members that Norice has a conflict with the regular scheduled IDEA meetings and a new OAC-CAO representative is needed. David volunteered and will attend the next meeting in January.

**Update on Collection of 2011-2012 Reports:** Michelle announced that most units are reporting using the Option 2 template, though a few reports have been received that used the Option 1 template. Option 2 will provide a great overview of what each unit is doing and how they fit into the BTV goals.

**Update on IRB Forms and 2-Phase Reporting Process for 2012-2013:** IRB will be up and running in January and it will be interesting to see how the new forms work with the reporting process. The hope is that the new process will help units think about assessment as research and how to use the results. Shelly and Michelle will meet with IRB soon for an update and status report.

**Movement to Change Meeting Time:** Due to a member's scheduling conflict, 9:30 a.m. would work better than 9:00 a.m. Members voted and agreed to meet at 9:30 a.m. during the months of January, February, and March.