



## Outcomes Assessment Committee for Co-Curriculum, Administration and Operations

### RECORD OF MEETING

January 23, 2014

9:30 a.m. – 10:30 a.m.

Zuhl Library Conference Room

**Members Present:** Johana Bencomo, Kelly Brooks, Teresa Burgin, Michelle Gavin, Pamela Jeffries, Norice Lee, David Melendez, Darlene Nelson, Carol Nevarez, and Shelly Stovall

**Members Absent:** Michelle Bernstein, Michael Jasek, Sarah MacCallum, Melody Munson-McGee, and Marisella Reyes

**Staff Present:** Valerie Stuart

#### Greetings.

#### Approval of Record of Meeting – November 21, 2013:

- Approved with the correction of changing Cutchins to Kuckens.

#### Weave Software:

- Teresa announced a P.O. request has been submitted and an RFP is not required. After the contract has been signed, requirements from WEAVE will be discussed campus-wide. Grace LaTorra has been assigned as the Project Manager to oversee the process.

**Annual Assessment Retreat:** Shelly announced the Annual Assessment Retreat will take place on May 14, 2014, Holy Cross Retreat Center, 9:00 a.m.-4:00 p.m. Lunch and snacks will be provided. The format will be the same as last year. It was suggested to have an orientation for new members before the retreat starts and for OAC-CAO to discuss the implementation of WEAVE and present a demo. Shelly will make sure the facilities at Holy Cross have WiFi capabilities.

**NMHEAR Conference:** Shelly may have funds if needed. Please send Shelly an email by January 31 detailing your budgetary needs. Attendees: Norice, David and Teresa.

**Phase 2 Reporting:** Committee members agreed Phase 2 of the reporting process should be completed to help close the loop for this year's cycle.

#### Other:

- Members voted to continue monthly meetings.
- A WEAVE implementation subcommittee will be developed.

**Next Meeting:** February 27, 2014.