



Office of Assessment
Putting the Pieces Together

UNIVERSITY OUTCOMES ASSESSMENT COUNCIL (UOAC)

Thursday, Jan 15, 2015
12:00 p.m. – 1:30 p.m.
small conference room, Milton Hall 185

Attendees: J. Bosland, T. Burgin, J. Fitzsimmons, L. Grant, M. Jackson, S. Lalla, M. Mahaffy, N. Lee, C. Reyes, S. Stovall

ACTION ITEMS:

- S. Stovall will contact the Teaching Academy about the possibility of using the Teaching Academy registration system for those who register for this Conference on Assessment.

1. Review of December record of meeting – Approved with modifications as discussed

a. 2015 Assessment Conference Update

The conference will have 16 sessions and four tracks. The morning plenary session will be located at Corbett Center Student Union Senate Gallery and Senate Chambers and the remaining sessions will be held in Milton Hall and Domenici Hall. The lunch plenary session will provide a quality boxed lunch and will be held in the Domenici Hall large lecture hall. The poster session will likely have to be held before lunch because of the lack of availability of the large lecture until 12:30 p.m. The closing plenary session will also be held in the large lecture hall.

J. Fitzsimmons will serve as point of contact for boxed lunches.

N. Lee, M. Jackson, M. Mahaffy will lead the coordination of the poster session including sending out requests for posters, poster stands, and getting a short abstract describing poster subject matter.

Request will go to K. Forsythe to design the program and name badges for the conference. Program to be completed by February 26.

Request will go to M. Lebsock to do photography during the event. UComm will also be notified for possible article and photos.

Making certificates for faculty/staff writing competition will need coordination.

Short bios for each of the presenters will be necessary for those introducing presenters. Passing out and picking up evaluations will also be necessary.

S. Stovall will investigate the possibility of getting signage for the conference to read NMSU Conference on Assessment. The more general phrase will allow for use of the same sign over multiple years. The University print shop,

Del Valle Printing, and Las Cruces Trophy were mentioned as possible vendors.

Save the date notice has already been sent and will continue to go out every other week.

The student writing competition may lead to student participation because ASNMSU plans to use all of their resources to promote it. There is a cash prize and the possibility of publication for the winner of the competition. Registration for the conference is already open for faculty and staff in the Teaching Academy registration database. The deadline for registration will be one week before the conference (3/6/2015).

Continued thought and discussion will be devoted to what approach should be taken as far as who will be provided lunch.

J. Bosland will set up Qualtrics for student conference registration with 3 options available, all day, and two half day options.

All members are encouraged to register for the conference as soon as possible and to also prepare to be at the conference the entire day.

2. Lunch sponsorships

To be covered by the Provost's office. J. Fitzsimmons will serve as point of contact for boxed lunches.

3. Evaluations

S. Lalla will coordinate with J. Bosland to create evaluation. J. Bosland will use Qualtrics survey for conference evaluations, using both paper and other technology driven methods to collect feedback on both the sessions and the conference as a whole.

S. Stovall will continue working with colleges to ensure the participation of Student Ambassadors, who will be introducing presenters, passing out evaluations, collecting them and making sure they make it back to evaluation collection point. J. Bosland will serve as point of contact for student ambassadors during the conference.

4. Assigned tasks

WEAVE workshop will be conducted by WEAVE representatives. C. Reyes of CLPD will have admin access and will grant read-only access to those in the workshop that don't already have access.

CLPD discussed the possibility of having a few of their staff members available for technical support the day of the conference.

M. Mahaffy and N. Lee will work on a plan to get conference notices to Hotline, listserves, faculty talk, and The Round Up. L. Grant will work on promoting the conference on other online social networks.

Future UOAC meetings (1:30-3:00 p.m.)

February 3

February 17 (if needed)

March 3

March 10 (if needed)

