

**Outcomes Assessment Committee for Co-Curriculum, Administration & Operations (OAC-CAO)**  
**FY2015-2016 Annual Report**  
 April 12, 2016

**Mission:**

The Outcomes Assessment Committee for Co-Curriculum, Administration, and Operations (OAC-CAO) actively and intentionally supports co-curricular, administrative and operational areas in engaging in continuous assessment that enhances students' life learning experiences.

**Members:**

<b>Outcomes Assessment Committee for Co-curriculum, Administration &amp; Operations (OAC-CAO) Membership list for 2015-2016</b>						
<b>Name</b>	<b>Email</b>	<b>Phone</b>	<b>Department</b>	<b>MSC</b>	<b>Area</b>	<b>Term Expiration</b>
Ben Glickler	bglickle@	6-5264	Systems Administration	CAR	Administration & Finance	May 2018
Phillip Robles	Phillrob@	6-2782	Auxiliary Services	3AUX	Administration & Finance	May 2017
<i>+Carmen Rogers</i>	<i>rogerscm@</i>	<i>6-7805</i>	<i>Athletics Academic Program</i>	<i>3FAC</i>	<i>Athletics</i>	<i>May 2017</i>
Vicky Haggard	vhaggard@	6-7415	OVPEd	700	OVPEd	May 2018
Michelle Jackson	mmj@	6-1788	Teaching Academy	3TA	Dpty Provost – IIQ/TA/EEO	May 2018
<i>+Lin Mendoza</i>	<i>linm@</i>	<i>6-4493</i>	<i>Student Engagement</i>	<i>5278</i>	<i>Stud Affairs &amp; Enroll Mgmt</i>	<i>May 2016</i>
Suzanne Montes	sumolina@	6-7734	FS Space Planning	3545	FS, Univ Arch & Space Mgt	May 2018
Carlos Lobato	clobato@	6-5902	Info & Comm Tech	3AT	Info & Comm Tech	May 2018
<b>*Samantha Rich</b>	snrich@	6-2602	Library Admin	3475	Library	May 2017
<b>*Michelle Gavin</b>	mgavin@	6-5461	Research Integrity & Ethics	3PSL	Research	May 2018
Gabrielle Martinez	gdmart@	6-4796	<i>Student Affairs &amp; Enrollment Mgmt</i>		<i>Stud Affairs &amp; Enroll Mgmt</i>	<i>May 2018</i>
Sasha Garcia	smirnova@	6-3518	Outdoor Rec	3M	<i>Campus Health and Wellness</i>	May 2018
<i>+Gabriel Mendez</i>	<i>gtmendez@</i>	<i>6-2539</i>	<i>Financial Aid and Scholarship Services</i>	<i>5100</i>	<i>Student Services</i>	<i>May 2017</i>
Adam Cavotta	cavotta@		Office of the Provost		Provost	May 2018
Gena Barela	gbarela@	6-2867	University Advancement	3590	University Advancement	May 2018
Darrell Pehr	pehr@	6-3223	News & Media Relations	3K	University Communications	May 2018
Laura Grant	lgrant@	6-1908	Office of Provost – ex-officio	3IIQ	Office of Provost	Position Appt
Judy Bosland	jbosland@	6-1720	Institutional Analysis	3004	Institutional Analysis	Position Appt
David Smith	davsmith@	6-7621	Director of Assessment – ex-officio	3IIQ	Office of the Provost	Position Appt
Provost	rovost@	6-2127	Office of the Provost – ex-officio	3445	Provost	Position Appt

\* Co-Chair  
 + Re-visit Committee membership

## **2015-2016 Goals:**

- Define and implement a more transparent communication process and plan involving the units under OAC-CAO
- Improve participation and understanding of related assessment activities which would directly help increase the number of completed assessment reports submitted for review and feedback during the scheduled assessment reporting phase.
- The ultimate goal of this committee is to help units build assessment as a subpart of their regular activities, responsibilities, and deliverables. Assessment should not be a separate task done to fulfill a requirement or checkmark but become part of how we do our job and conduct our business.

## **Accomplishments:**

As we began our 2015-2016 academic year we welcomed new leadership not only with the new Director of Assessment, Dr. David Smith, but also with new OAC-CAO committee Co-Chairs, Samantha Rich and Michelle Gavin. Along with change in leadership we also saw a large change in demographics of our committee members.

### *Training*

With these changes we spent time educating and training new committee members on assessment and helping define what assessment means to them and their areas. Committee members volunteered to lead in reading discussion at each committee meeting throughout the year using the book *Assessment Reconsidered – Institutional Effectiveness for Student Success* written by Richard P. Keeling, Andrew F. Wall, Ric Underhile, and Gwendolyn J. Dungy. Committee members were also trained on how to use WEAVE, the new assessment software system implemented at NMSU to manage, track, and report assessment activities at the institutional level. The committee members welcomed guest speakers Dr. Luis Vazquez, Associate Vice President for Research Integrity and Dr. Rolston St. Hilaire, IRB Chair as they presented information on the Institutional Review board and when IRB approval is needed in assessment related activities.

### *Scoring*

After updating, reviewing, and incorporating a new scoring rubric, glossary of terminology, and assessment report template, the committee members were provided scoring, norming, and practice exercises and discussion in preparation for the official scoring of reports that were submitted at the close of the reporting cycle on October 15, 2015. In November the committee members met and completed scoring of 33 reports submitted by the various reporting areas under OAC-CAO. After reviewing and scoring the reports, the committee members nominated 3 reports that demonstrated excellence in assessment. With the assistance of the UOAC, the Library was awarded the 2014-2015 Excellence in Assessment Award with the assessment report submitted by Samantha Rich and John Sandstrom. The award was presented at the 2016 Spring Convocation by the Director of Assessment, Dr. David Smith.

### *Getting Involved*

Committee member participation has been remarkable both in committee meeting attendance, committee activities, and assessment events. Many committee members attended and presented at the "NMHEAR Conference" in February as well as the "Assignment design symposium" sponsored by

NMSU in March of this year. Early this year we also engaged as a committee to review websites of other institutions that are demonstrating best practices in assessment (NILOA websites) to help us determine the information we would like to incorporate in the assessment website and our committee page.

### **Plans for the future. Where are we going next?**

Recent discussions have involved determining our future plans and where we are going next. Although we anticipate the Spring/Summer Assessment Retreat will help us regroup and re-evaluation our directions and goals, some of the items we have discussed as a committee in wanting to accomplish in the future include updating our website with more transparent information about assessment, providing an updated roster and meeting agenda and meeting minutes. The committee would like to establish a pilot program to work with one unit or area to assist in their assessment activities and in helping them incorporate assessment into their everyday work.

Additionally, the committee is in the process of forming a Webpage Work Group that will be tasked with reviewing the OAC-CAO webpage and provide recommendations as to what information should and needs to be presented. The group is tentatively planned to start mid May with possible deliverables in July. Current members that have responded to be part of this group include: Carlos Lobato, Gabrielle Martinez, Adam Cavotta, and Phillip Robles.

### *Member Feedback*

At our March meeting, committee members were asked for anonymous feedback on what they have learned about assessment as a result of their membership, are they applying what they've learned to their work and how, what has been the most impact or useful event or activity this year, how can OAC-CAO improve, what should we be doing that we're not doing, and their suggestions for moving forward. We would like to receive more concrete detail feedback but in general committee members would like to see more transparency in assessment and our committee, continue to come up with a plan for our upcoming year so we can better identify, define, communicate, measure, analyze, and report our initiatives, identify opportunities, continue to focus on asking "how each of us are related to the student experience here at NMSU", solidify our purpose and making assessment a requirement, and to move forward in starting a pilot program to get more people involved in assessment outside of the academic arena, provide more engagement with others on campus which includes reaching out in forms of outreach events, trainings, and workshops.

### **Conclusion:**

And just as a last word from the Co-Chairs' perspectives and observations: we are both excited and encouraged by the huge participation by our committee members in attending the monthly meetings, engaging and participating in discussions and activities, and volunteering to help the committee in special projects or areas that need attention. It is our view that as the committee members gain knowledge and experience, this committee will continue to be effective and provide a mechanism for unit wide improvement and assistance.

## Member Feedback:

1. What have you learned about assessment as a result of your membership in OAC-CAO?
  - The necessity of assessment in programs/higher education
  - Assessment is all encompassing across all areas of the university experience (both academic and non-academic).
  - I think the process of getting ourselves educated about assessment has been very valuable. Having very little knowledge beforehand has meant that this has been a chance to build a foundation of understanding.
  - I have learned a lot. I thought assessment was just a survey that was done and evaluated once a year. Recreation of the SAEM assessment team has been a great knowledge extension. The recreation of our SAEM website is in development with a better focus on assessment.
  - I've learned the importance of encouraging each area/dept to move toward reporting & the challenges of making it happen.
  
2. Are you applying what you've learned to your work? If so, how?
  - Looking at programming from an assessment lens
  - Assessment via identifying goals, outcomes, and measures, et cetera – my department uses this not only for employee evals, but also to analyze & benchmark internal and supported process improvement initiatives.
  - I am applying what I learn from this committee both at work and in my grad studies in the Educational Leadership & Administration program. I am looking at activities in the VPED office and the Arrowhead Center & how they relate to student experience at NMSU.
  - Not yet. When it comes time to communicate about assessment activities, I will be prepared to do so.
  - OCA-CAO has helped with strategic plan design within organization.
  
3. What has been OAC-CAO's most impactful or useful event or activity this year?
  - All of the meetings have been very helpful for me to gain a better understanding of how assessment fits into all departments on campus.
  - The scoring session.
  - It was a good experience to read the book Assessment Reconsidered.
  - I think the committee did a good job in better defining the vocabulary of the assessment process (thanks to the help of David Smith). We worked through a couple of new processes, including the use of WEAVE and scoring WEAVE submitted assessments.
  
4. How can OAC-CAO improve? What should we be doing that we're not?
  - Keep doing what we're doing. I think coming up with a "plan" for the upcoming year will be very helpful.
  - More engagement with others on campus.
  
5. What are your suggestions for moving forward?
  - Creating tangible goals/projects moving forward. Now that we've educated ourselves on assessment, what will OAC-CAO be doing now?
  - Identify practical, low level opportunities.
  - Solidify our purpose & start pilot program so we can get more people involved in assessment outside of academic area.
  - Reach out to others.
  - Moving forward with outreach events, trainings and workshops.
  - Acting on the highlights/informational, video/publications project
  - Identify a high level spokesperson to message the need/benefit of completing assessments.
  - I'm thrilled to be a part of such a dynamic group that really takes ownership of the committee's mission.
  - Further consideration to making the assessment a requirement
  - Going forward we need to drive the sense of purpose for the administrative and co-curricular side of the house by giving them a reliable way than can evaluate their programs. We should start a "Quality Initiative" for this group to help focus our assessment efforts in the short term.