

Outcomes Assessment Committee for Co-Curriculum, Administration, and Operations (OAC-CAO)

Record of Meeting: Thursday, October 20, 2016 9:30 a.m.,

Zuhl Conference Room, 225

Attendees: M. Gavin, A. Cavotta, D. Smith, C. Lobato, S. Montes, P. Robles, D. Pehr, B. Glickler, V. Haggard, S. Garcia,

1. Welcome and Approval of Minutes
 - a. Michelle Gavin, OAC-CAO Co-Chair called the meeting to order.
 - b. Meeting minutes from September 15 were reviewed and approved.
2. NMSU NILOA Excellence in Assessment Designation Application – core team still needs members to help and contribute in a significant role in the writing effort.
3. How reporting deadlines should be communicated and what to do moving forward – D. Smith
This agenda item was deferred until the December meeting.
4. Team Status Updates
 - a. Norming/Scoring (Michelle & Samantha) – see item #5 as the remaining of today's meeting focuses on a norming/scoring session.
 - b. Website content/redesign – Initial review of the OAC-CAO website provided informative feedback and suggestions on the website content and functionality. Adding a dashboard with assessment activities and revisiting the mobile version for content and functionality. The committee members will work with the Office of Assessment student to identify specific information that needs to be updated and continue this on-going effort. (A. Bautista, P. Robles, and Stacey Ramirez-new student hire)
 - c. Newsletter/Best Practices Announcement – Initial newsletter will be featured by the Provost. D. Smith will discuss with the Provost and will determine the content of that newsletter. This too will be an on-going effort to be re-visited on a regular basis. The newsletter will be used to share assessment activities, best practices, etc. (G. Martinez, D. Pehr)
 - d. Assessment 101 - Assessment 101 at TA for non-academic units (M. Jackson, A. Cavotta, S. Montes, S. Rich) January/February time frame. Further discussion and identifying the specific content of the Assessment 101 training event needs to be developed.
 - e. WEAVE software review (C. Lobato) – Meeting with D. Smith, M. Gavin, and C. Lobato scheduled for Friday, October 21st.
5. Norming/Scoring Session
A norming and scoring example from the Campus Health Center was presented and discussed in detail by the committee members in preparation for the upcoming scoring session of reports that were due by October 15th. This session involved reviewing the report and using the glossary of assessment terms and rubric to score the content and completeness of the report. It was recommended that reports be printed with the option to enable html formatting for easier reading. It was also noted that we might need to look throughout the report for where impact and other elements might be discussed. They may not appear in the obvious section(s). And when looking at "Engagement" that we're not only

looking to see that the results were discussed with the organization but also to explain the nature of the conversation and its effectiveness and how it fit into what was learned, etc. In our Assessment 101 and in revisiting the question, information, and training we need to address what we are looking for in the questions and sections. Similar to the old hardcopy forms that used questions to help guide the user in to filling out the form. We should also include best practice examples.

6. Reminders

- a. November 17 Meeting (9:30-11:30am in Zuhl library Conference Room, 225)
 - i. Score assessment reports
 - ii. Identify finalists for the “Excellence in Assessment” award; we will have UOAC help determine the winner.

OAC-CAO website:

<http://assessment.nmsu.edu/committees/outcomes-assessment-committee-for-co-curriculumadministration-and-operations-oac-cao/>

Upcoming Meetings:

Meetings will be held from 9:30-10:30 am in the Zuhl Library Conference Room.

November 17, 2016

December 15, 2016

January 19, 2017

February 16, 2017

March 16, 2017

April 20, 2017

May 2017 – Assessment Retreat

