

NMSU Boards and Committees

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CONTACT INFORMATION

For the person completing this report.

Name	David Smith
Email	davsmith@ad.nmsu.edu

INFORMATION ABOUT THE BOARD

Official Name of the Board	Outcomes Assessment Committee for Co-Curriculum, Administration, and Operations
Board Website (if applicable)	http://assessment.nmsu.edu/committees/outcomes-assessment-committee-for-co-curriculum-administration-and-operations-oac-cao/

Effective date of establishment

08/1994

Authorizing Body or Official

Provost

Type of Board

Standing

Board Reports To (if applicable)

Director of Assessment

Purpose

The purpose of the OAC-CAO is to actively and intentionally support co-curricular, administrative and operational areas in engaging in continuous assessments that enhance students' life-learning experiences by

1. Promoting alignment of assessment efforts with institutional strategic goals (Building the Vision) and Baccalaureate Experience outcomes
2. Providing support, resources and development opportunities in assessment
3. Engaging the campus community by fostering comprehensive, cooperative assessment practices across the institution
4. Collaborating with departments/units, through assessment efforts, to foster environments that enhance learning experiences for students
5. Continually monitoring progress and effectiveness of assessment practices in the co-curricular, administrative and operational units on campus

Scope of Impact

Campus

Authority

Advisory to the Director of Assessment, the Associate Provost and the Executive Vice President & Provost

Chair for 2016-17 Academic Year

MEMBERSHIP

Name	Samantha Rich
First	Samantha
Last	Rich
Email	snrich@ad.nmsu.edu

Co-Chair for 2016-17 Academic Year

Was there a co-chair for 2016 - 2017?	Yes
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Co-chair Name Michelle Gavin

First Michelle

Last Gavin

Co-chair Email mgavin@ad.nmsu.edu

Name Samantha Rich

Chair for 2017- 18 Academic Year

First Samantha

Co-Chair for 2017-18 Academic Year

Last Rich

Email snrich@ad.nmsu.edu

Is there a co-chair for
2017 - 2018?

Yes

Co-chair Name

Michelle Gavin

First

Michelle

Last

Gavin

Co-chair Email

mgavin@ad.nmsu.edu

Additional Membership Details

What university
function/office is
responsible for
appointments?

Office of the Executive Vice President and Provost

Members are appointed
by

As Individuals

Position appointment
description

Members are appointed to three-year terms by the Provost at the recommendation of the Senior Vice Presidents.

Is membership representative?

Yes

What are the terms of appointment?

Members are appointed to three-year terms starting July 1.

Please describe how the membership is representative.

The committee consists of a minimum of twelve (12) voting members with at least one representative from the various reporting areas.

Are terms staggered?

Yes

Are members subject to reappointment?

Yes

Please explain the conditions under which members are subject to reappointment.

By committee recommendation to the supervising Senior Vice President

List board members for the 2016-17 academic year:

For each member, provide name, title and college/department affiliation under the appropriate heading below (i.e. voting member OR ex-officio/non-voting member).

What is the process for filling vacant positions?

Replacement members are appointed to three-year terms by the Provost at the recommendation of the Senior Vice Presidents.

What is the process for selecting a chair?

Chair is selected from current committee members by nomination of committee members with appointment by the Provost, and serves a one-year renewable term.

Number of voting members

13

Number of ex-officio/non-voting members

4

Voting Members

Voting Member 1

Voting Member 1 Name

Sasha Smirnova Garcia

First

Sasha

Last

Smirnova Garcia

Title

Manager, Operations

Department	Outdoor Rec
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Voting Member 2 Name	Ben Glickler
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Voting Member 2

First	Ben
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Last	Glickler
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Title	Manager, Systems Administration
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Voting Member 3

Department	Systems Administration
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Voting Member 3 Name	Phillip Robles
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First	Phillip
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Last	Robles
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Title	Accountant, Assc
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Voting Member 4

Voting Member 4 Name	Vicky Haggard
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Department	Auxiliary Administration
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First	Vicky
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Last	Haggard
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Title	Admin Asst, Special/Executive
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Department	Economic Development VPres Office
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Voting Member 5

Voting Member 5 Name	Michelle Jackson
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First	Michelle
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Last	Jackson
Title	Associate Director
Department	Teaching Academy

Voting Member 6

Voting Member 6 Name Suzanne Montes

First Suzanne

Last Montes

Title Mgr, Space Planning

Department FS University Architect & Space Mgt

Voting Member 7

Voting Member 7 Name Carlos Lobato

First	Carlos
Title	IT Compliance Officer
Department	Information & Communication Technologies
Last	Lobato

Voting Member 8

Voting Member 8 Name	Samantha Rich
First	Samantha
Last	Rich
Title	Assessment/Data Management Librarian
Department	Library

Voting Member 9

Voting Member 9 Name

Michelle Gavin

First

Michelle

Title

Research Integrity Coordinator

Last

Gavin

Department

Research Integrity & Ethics

**Voting Member
10****Voting Member 10 Name**

Gabrielle Martinez

First

Gabrielle

Last

Martinez

Title

Communication Specialist, Assc

Department

Student Affairs & Enrollment Management

Voting Member 11 Name

Adam Cavotta

Voting Member

11

First

Adam

Last

Cavotta

Department

Office of the Executive Vice President and Provost

Title

Univ. Training Specialist, Sr.

Voting Member 12 Name

Adrian Bautista

Voting Member

12

First

Adrian

Title

Development Officer

Last

Bautista

Department

University Advancement

Voting Member 13

Voting Member 13 Name	Darrell Pehr
First	Darrell
Last	Pehr
Title	Dir., News Services
Department	News & Media Relations

Voting Member 14

Voting Member 15

Voting Member 16

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Ex-officio/Non-
Voting Members

Ex-officio/Non-
Voting Member
1

First	Laura
Ex-officio/Non-Voting Member 1 Name	Laura Grant
Last	Grant

Title	Program Specialist
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Ex-officio/Non-Voting Member 2

Department	Office of the Executive Vice President and Provost
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Ex-officio/Non-Voting Member 2 Name	Judith Bosland
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First	Judith
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Last	Bosland
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Title	Asst VP, Institutional Analysis
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Ex-officio/Non-Voting Member 3

Department	Institutional Analysis
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**Ex-officio/Non-Voting
Member 3 Name**

David Smith

First

David

Last

Smith

Title

Director of Assessment

Department

Office of the Executive Vice President and Provost

**Ex-officio/Non-
Voting Member
4****Ex-officio/Non-Voting
Member 4 Name**

Daniel Howard

First

Daniel

Last

Howard

Title

Executive Vice President and Provost

Department

Office of the Executive Vice President and Provost

Ex-officio/Non-
Voting Member
5

Ex-officio/Non-
Voting Member
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Ex-officio/Non-
Voting Member
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Ex-officio/Non-
Voting Member
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Ex-officio/Non-
Voting Member
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Ex-officio/Non-
Voting Member
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Ex-officio/Non-
Voting Member
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Ex-officio/Non-
Voting Member
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Ex-officio/Non-
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Ex-officio/Non-
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Ex-officio/Non-
Voting Member
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MEETINGS & ADMINISTRATIVE SUPPORT

What university
office/function provides
administrative support to
this board?

Office of the Executive Vice President and Provost

What are the
requirements for the
number of meetings to be
held annually?

Committee meets monthly. There is no required number of meetings annually.

Was the requirement for
the number of meetings
met?

Yes

List of Meeting Dates

Sep.15, 2016
Oct. 20, 2016
Nov. 17, 2016
Dec. 15, 2016
Jan. 19, 2017
Feb. 16, 2017
Mar. 16, 2017
Apr. 20, 2017
May 17, 2017 (Workshop and Retreat)

Major Accomplishments

1. Training: OAC-CAO hosted a workshop at the NMSU Teaching Academy entitled "How are we doing? A Beginner's Guide to Non-Academic Program Assessment" on February 16,

2017. The presentation identified the many reasons assessment is important to NMSU, defined assessment terms, introduced real campus assessment projects, and discussed the role of WEAVE in assessment reporting. 33 NMSU employees registered for and attended the presentation. Attendees represented many departments including: Career Services, Facilities and Services, Student Engagement, Aquatic Center, Student Success Center, Outdoor Rec, Fire Protection Services, etc. The presentation was recorded and can be used for future training. To accompany this presentation, the sub-committee developed a handbook/handout entitled, "How are we doing? A Beginner's Guide to Non-Academic Program Assessment." The handbook reflected the spirit of the presentation but contained additional, in-depth information that readers can use to plan, implement, and report assessment.

2. Website Revisions: In an effort to meet our goal of updating the OAC-CAO website, OAC-CAO formed a small sub-committee (5 members) to plan and implement this task. The focus of the sub-committee turned to redesigning the Office of Assessment website in support of the NILOA Excellence in Assessment Designation application. Committee members met weekly during Spring 2017 to review peer institutions' websites, brainstormed various structures for the site's information architecture, and drafted mock designs. While we did not meet the goals outlined at the annual retreat, the committee made progress on an overall redesign.

3. Outreach: The committee piloted a new approach to assessment outreach that involved conducting interviews with representatives from co-curricular, operational, and administrative areas. On April 19, 2017, 4 committee members met with leadership from Facilities and Services to learn more about Facilities and Services' goals, assessment activities, and to help them identify areas in which they are already conducting assessment but have not submitted a report through WEAVE. Another focus of the interview was training; committee members educated leadership about the importance of closing the loop and telling their story through assessment. The interview resulted in a report being developed in WEAVE to capture Facilities and Services' assessment activities. OAC-CAO plans on developing and replicating this interview process with additional departments, including units from SAEM in Summer 2017.

4. Scoring: Assessment report scoring is a major function of OAC-CAO. OAC-CAO members met in December 15, 2016 to score 8 assessment reports submitted by co-curricular, administration, and operational areas. This was the first year OAC-CAO scored reports electronically. Scoring involves reviewing and providing feedback on individual assessment reports. OAC-CAO members identified 3 exceptional reports for additional review by the University Outcomes Assessment Council (UOAC). UOAC selected 1 report to receive the OAC-CAO Excellence in Assessment Award. The award was presented at Spring 2017 Convocation to the Center for Learning and Professional Development.

5. Support for EIA Application: OAC-CAO conducted an environmental scan/analysis of Assessment websites that were recognized by NILOA for their excellent design and informational architecture. This was OAC-CAO's introduction to NILOA and the Excellence in Assessment Designation process. Three OAC-CAO members served on the NILOA Excellence in Assessment Designation Core Application Team. Other committee members were invited to review the narrative throughout the application process. The Director of Assessment submitted the EIA Designation application on May 1, 2017.

6. Assessment Consultation: Members of OAC-CAO participated in a meeting with Linda Suskie on May 17, 2017. The Office of Assessment invited Ms. Suskie to campus for a workshop and consulting. The consulting meetings resulted in a 4-page report with observations about assessment at NMSU and suggestions for improvement.

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