

OA Meeting 3-1-2024 Minutes

Attendance: Erik Rolstad (Chair), Amanda M. May (Secretary), Stephen Owusu-Ansah, Rod Rock

Others: Roxanne Gonzales

Note: Agenda amended to omit item 5 (nominate secretary).

Discussion Items

1. Update on OIER Director hiring process

Roxanne provided the following updates: The position was offered to a candidate but turned the position down. From here, the search is continuing with a firm NMHU has used before. In the past, the firm has provided strong candidates even in the first round. The goal is to have the final round of interviews before everyone leaves for summer. Roxanne expressed confidence that the position will be filled by the end and offered to come to meetings and prompt forward options.

2. Status of current OA Reports (see attachment)

Erik shared completion rates. Of 40, 9 have been submitted. Roxanne requested a list of departments that had not set up the reports and offered to follow up with the deans. Erik reported that another staff member suggested MS Teams. Roxanne offered to check the list against the former director's. **Roxanne asked us to present the portal idea to the deans with a folder for each department in a SharePoint.**

Erik circled back to a Teams and mentioned that due to the silos, no one knows what's going on. Rod expressed his favor. Erik volunteered to create the Teams and said he would send Roxanne the teams first.

3. Timeframe for offering potential assessment workshop to interested programs and departments with respect to revisions to OA Plans

Erik reported we're also waiting on individuals who want to update their programs to update in May. Erik suggested doing the workshop in Spring or Fall. Rod asked who would facilitate the workshop. Amanda suggested hosting it during faculty development days. Rod added suggested the chair retreat. Rod asked about the history of the workshop. Erik noted it was offered as a standalone for individuals involved in OA. Erik mentioned that Lauren Fath was involved in the last workshop. Erik confirmed that the intent was to do it as part of faculty development days, and Rod suggested also speaking about it at the chair's retreat. Erik asked when to plan the workshop. Rod suggested doing it before the semester ends. The committee

decided to meet at 1 pm on March 29 to plan the workshops.

4. Updates to NMHU Outcomes Assessment Handbook

Erik solicited feedback on the changes to the handbook. Minor changes were ratified, and the former director responded that that was the committee's job. Erik asked about the process. Rod expressed his opinion that the handbook should be updated, then have a conversation with the new director once it is hired. Erik offered to send the revised draft over.

Amanda asked about the HLC letter and our role in that. Stephen could inform our talking points in the workshop. Erik emphasized the need to publish the data we have, then take a deeper look at what was collected.

Stephen asked about how we were dealing with the small sample sizes. Erik responded that for HLC, the process evaluated programs, not students. Stephen also asked about the frequency and expressed concerns in not closing the loop. Erik reviewed the timeline and mentioned we're in a reporting year, but we need to close the loop. Rod and Stephen recommended having a conversation about the cycle in the fall. Erik believes discussing the timeline at the training will help the university get back on track. Erik also discussed the use of software, especially for adjunct faculty.