



Assessment Advisory Council
April 30, 2015
William J. Lindsay Life Sciences Building, Room 113
3:45 p.m. - 5:00 p.m.

In attendance: Dr. Alexander Atwood, Dr. Iaroslava Babenchuk, Dr. Paul Beaudin, Dr. Courtney Brewer, Dr. Caroline Burns, Dr. Philip Christensen, John Cienski, Theresa Dereme, Nancy Ellis, J.D., Troy Hahn, Laura Levine, Lorianne Lueders-Yanotti, Dr. Annamaria Monaco, Amy Mueller, Patty Munsch, Dr. Jean Nicolas Pestieau, Dr. Jeffrey Pedersen, Dr. Lanette Raymond, Mary Reese, Rachel Schmidt, J.D., Dr. Christopher Shults, Dr. Troy Tucker, Dr. Frank Valenzisi, Christina Vargas, Susan Wood

The meeting convened at 3:50 p.m. Dr. Shults welcomed everyone to the meeting and offered congratulations to those members with new titles and promotions. He also offered congratulations to Dr. Christensen on his pending retirement and thanked him for all of his help over the years. Several people are leaving the AAC so Dr. Shults was looking for names of people, especially on the academic side, who may be interested in joining. He then moved on to the minutes from the last meeting held on October 23, 2014, which were approved and accepted as written.

Dr. Jeffrey Pedersen gave an update on where we are with the Middle States Monitoring Report. We needed to do four things in response to our last Middle States event: to provide evidence documenting further implementation of an organized, sustainable assessment process to improve institutional effectiveness; to conduct periodic evaluation of the effectiveness and simplicity of the CAPIE; to document the further implementation of an organized, centralized, sustainable process to assess the achievement of expected student learning outcomes in all programs; and to create an enhanced role for faculty and academic administrators in assessing student learning and responding to assessment results. Dr. Pedersen then discussed his visit with the Middle States liaison, Dr. Debra Klinman. Based on the results of his visit, the introduction is written, the part about the CAPIE revision is written, and the part about the faculty and academic administrators' enhanced role is written. The parts about assessment still need to be written. Dr. Pedersen advised the committee that the term for AES under the new standards is now known as Administrative Educational and Student Support Units. He then spoke about the upcoming decennial self-study for which the president will appoint two people to be trained by Middle States as chairs for self-study steering committees. SCCC will be one of the first schools to use the new seven standards instead of fourteen.

Dr. Pedersen provided a brief presentation on the results of the CAPIE review for Dr. Helen Wittmann, who was unable to attend the meeting. He spoke about the edits and suggestions for changes made by Dr. Wittmann and the CAPIE Review Committee. The document has been streamlined and the

language reviewed for clarity. The CAPIE should be sent out in the next couple of days for review by the AAC. Dr. Pedersen would like feedback to discuss at the next JPAC meeting.

Dr. Troy Tucker spoke about the AAC Subcommittees and how AES represents two of the six subcommittees in the AAC, the Annual Assessments Subcommittee and the Unit Review Subcommittee. He gave a report on the status of the AES Unit Reviews for this year and those from last year that are following up on their action plan. Dr. Tucker then spoke about annual assessments. There are 36 units that are assessed each year and they are looking to change the timing of their reviews to coincide with their natural cycle. Dr. Tucker advised the council that the rubrics could possibly be integrated with TracDat.

Dr. Shults mentioned that the time frame for academic assessment will change. The subcommittees will be getting rubrics in September or October. He asked that each subcommittee resend their rubric to Dr. Caroline Burns.

Dr. Jean Nicolas Pestieau gave a brief update on the status of the Annual Academic Program Assessment subcommittee. There are roughly 72 programs at the college for which the subcommittee was able to come up with a rubric to assess their activities to see how they are doing on a yearly basis. The rubric has been tested and implemented and so far there is not much to report.

Dr. Phil Christensen spoke about Academic Program Reviews for Dr. Dorothy Laffin, who was unable to attend the meeting. Approximately 6 reviews are scheduled each year. It is a one year process where a committee is set up in the spring and closes with an external reviewer visit the following Spring. Most of the reviews have been done in a timely fashion despite all of the SUNY Seamless Transfer activity. At this time 5 of the 6 reviews scheduled for this year will be completed by the end of the spring semester. Dr. Christensen recommended that one of the programs that was almost finished with their review hold off on their external visit until the fall so they could put together a few more pieces.

Dr. Shults reminded everyone that it's okay if we don't always accomplish what's in the plan on time as long as the review is useful in the end.

Dr. Alexander Atwood and Dr. Courtney Brewer gave a brief updated on the status of the General Education Assessment. They developed a rubric and tested it with the SPN 102 assessment. The subcommittee is looking at the past to influence the future. General assessments are rolling along with some scheduled for the Fall and some scheduled for next Spring.

Dr. Paul Beaudin provided a brief update on the Non-Program Based Course Assessments for Professor Dawn Tracy-Hanley, who was unable to attend the meeting. They are currently working on writing the developmental English assessment that took place last fall, the RDG 099 assessment and the COL 105 assessment. Of note, Professor Tracy-Hanley polled students about what topics they found most helpful in College Seminar.

Dr. Tucker discussed proposed changes to the AAC. We must continue to ask ourselves what are the roles of the subcommittees and what job are they supposed to be doing. We are not grading the units and programs. We are not telling them how good they are doing at their job but how good they are at assessing themselves. Assessment is used to make ourselves better. Communication is important. The

AAC reads and thinks about assessment. The results of our assessments don't go anywhere but feedback is necessary for growth. The best we can do is to find exemplars and establish a library of examples for people to review for ideas on how to improve.

Dean Troy Hahn asked if there was a rubric for external reviewers to use during their evaluation. Dr. Shults advised that we don't want to restrict the reviewers to a rubric; that we want them to respond based on what they see and experience here. Dr. Pedersen stated that we have guidelines on the OPIE website that can be used.

Dr. Shults went on to discuss that not many institutions that have a group like the AAC. It reflects our culture and allows us to grow and develop expertise broadly.

Dr. Caroline Burns gave a brief presentation on TracDat. The rubrics will be sent out to the subcommittees with the documentation and the individual members of the subcommittees will be able to vote electronically. Right now we are using Survey Monkey but hopefully we will be using Share Point in the future. OPIE will gather the results of the votes and a report will be sent to the subcommittee chair to share with the subcommittee members. There is an area for comments to be typed in that will be included in the report. The report will be uploaded to TracDat.

Dr. Shults mentioned that if we are not able to get into Share Point quickly he has been discussing with Dean Hahn the possibility of creating a shared database where you can fill out the templates there instead of doing it by PDF or Word documents.

Dr. Shults then opened the meeting up for roundtable discussions by asking if anyone has anything they would like to discuss, any ideas or suggestions on how we can make assessment or even this committee better.

Dr. Pedersen asked everyone to please do what they can to attend the next JPAC meeting on May 7th. In the AAC they only hear what's happening in the area of assessment. Assessment, planning and budgeting are linked so it would be good to hear what's happening on the other side with the Strategic Planning Council.

Dr. Shults spoke about the dashboards system being put in place and how it will affect data presentation.

With nothing further to discuss, he thanked everyone for attending the meeting and asked that if anyone has a person in mind to join the AAC to please add the person's name to the list by the sign-in sheet.

The meeting was adjourned at 4:43pm.