



Assessment Advisory Council
December 10, 2015
Eaton's Neck Room/Babylon Student Center
3:45 p.m. - 5:00 p.m.

***In attendance:** Dr. Jean Anastasia, Dr. Alexander Atwood, Dr. Iaroslava Babenchuk, Dr. Paul Beaudin, Nicholas Bosco, Dr. Courtney Brewer, Dr. Caroline Burns, Sylvia Camacho, John Cienski, Troy Hahn, Al Heraghty, Dr. Alexander Kasiukov, Laura Levine, Dr. Annamarie Monaco, Amy Mueller, Dr. Patty Munsch, Dr. Jeffrey Pedersen, Dr. Jean Nicolas Pestieau, Rachel Schmidt J.D., Dr. Christopher Shults, Dr. Lauren Tacke-Cushing, Elizabeth Tomlet, Dr. Troy Tucker, Dr. Frank Valenzisi, Christina Vargas*

The meeting convened at 3:45 p.m. Dr. Shults welcomed everyone to the meeting. Dr. Shults reviewed the minutes from the October 1, 2015 meeting, which were then accepted and approved.

Dr. Pedersen gave an update on the Middle States visit and let us know that they praised and commended us on all our hard work. SCCC received seven commendations for our work and for pulling things together successfully over the past two years.

According to Dr. Pedersen, Dr. Klineman made a point of sharing how pleased they were with our approach and that they had asked if they could use some of our information on integrated planning to help other schools going through the accreditation process. So, with our seven commendations we went from really being in trouble to becoming a model and for that, everyone should be commended since it is a testament to the work that this entire group does here at the college. A special thank you was mentioned to Dr. Dee Laffin for getting the assessment ball rolling early on and to Dr. Lauren Tacke-Cushing, both of whom were instrumental in our success in getting off warning.

Our next Middle States accreditation event will begin in the spring semester, which will be our ten-year self-study. Middle States is in the process of changing the timeline of that study to be an eight-year study instead of the ten-year study going forward, with a four-year document check. Another change being made by Middle States is that we are going from the fourteen standards down to seven standards. We have a Steering Committee, we also have a committee for each of the seven standards that meets periodically along with a writing committee and a logistics committee who coordinates all the different pieces that we have to do and put together when the visiting team is here.

The new Standards are Standard I: Mission and Goals, Standard II: Ethics and Integrity, Standard III: Design & Delivery of the Student Learning Experience, Standard IV: Support of the Student Experience, Standard V: Educational Effectiveness Assessment, Standard VI: Planning, Budgeting,

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Resources, and Institutional Improvement, Standard VII: Governance, Leadership, and Administration.

As Middle States is streamlining things, they have developed a Document Roadmap which will help the teams to see if we are compliant. The college will use software to house all the documents from all the different areas so that, all documents that are required throughout the self-study process, may be viewed by all. Dr. Pedersen reminds everyone that by time Dr. Klineman comes in April we need to have a plan of action and our self-study design in place.

Dr. Pedersen reviewed the process for the selection of committee members for each standard sub-committee. He asked that if anyone was interested in becoming a committee member to please contact Dr. Tacke-Cushing or Dan Linker.

Dr. Pedersen also said that a focus of the Middle States review is going to be the area of Federal, State and local compliance issues like Title IX, Title IV and all the different SUNY regulations. We do have a major data-base of the federal compliance regulations so Dr. Pedersen feels that we are ahead of the game on that, however we will be developing more.

Dr. Lauren Tacke-Cushing discussed the scheduling of the Steering Committee meetings, which will be starting shortly.

Dr. Troy Tucker volunteered to be chairing the sub-committee on Ethics and Integrity. He also gave updates for the Academic Educational Support Unit in both areas of Annual Assessment and Unit Reviews noting that reviews get done every seven years and are done with the help of the annual reviews that are done every year.

Unit reviews involve bringing in external evaluators made up of experts in the same field to give an independent look at our units from an outside view. We also bring in stakeholders from all across the college who have something to do with the job functions, whether they receive or supply services.

Dr. Tucker explained that unit reviews allow administrative and educational support units to put together a plan which will chart a course for the next seven years and then they assess this plan each year to see how they are doing.

Dr. Patty Munsch gave an update for Mary Reese's area and said that the committee reviewed 28 of the 29 AES Units, including all the rubrics. She also shared ideas on what the external reviewers will be asking for.

Dr. Munsch gave thanks to Dr. Caroline Burns for creating the on-line tools in survey monkey which made the survey tasks much easier. Everything was well organized which made things run smoothly and quickly.

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Dr. Troy Tucker shared the updates for the Unit Review Committee and Dr. Jean Anastasia gave the update and status of the academic side and mentioned that they are still in need of subcommittee members and few a committees need faculty to serve chairs.

Dr. Jennifer Browne was unable to attend, however her committee, which is the Academic Program review, is also one of the committees that needs members for both Faculty and Administrative representation.

Dr. Shults asked for Faculty and Administrative representation to help get procedures together. He noted that we also need someone who would like to take charge of reviewing the CAPIE. This should be someone who is good at gathering the information and reviewing the CAPIE yearly.

The sub-committees gave an updated on the status of their work.

The meeting was adjourned at 4:45pm.

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