



**Assessment Advisory Council  
April 10, 2014  
Eaton's Neck Room  
3:45 p.m. - 5:00 p.m.**

*In attendance: Katherine C. Aguirre, Dr. Jean Anastasia, Dr. Alexander Atwood, Dr. Michael Boecherer, Nicolas Bosco, Dr. Courtney Brewer, Sylvia Camacho, Nancy Ellis, Dr. Tina Good, Al Heraghty, Dr. Dee Laffin, Edward Martinez-guest, Annamaria Monaco, Amy Mueller, Patty Munsch, Dr. Jean Nicolas Pestieau, Dr. Lanette Raymond, Mary Reese, Dr. Christopher Shults, Linda Sprague, Elizabeth Tomlet, Dr. Frank Valenzisi, Christina Vargas, Susan Wood, Dr. Catherine Wynne, Bridget Young*

Meeting convened at 3:45 p.m. Dr. Shults welcomed everyone to the meeting and thanked everyone for the hard work together. Dr. Shults introduced Dr. Jean Anastasia who in turn introduced each sub-committee chair to give us a brief update on what they have been working on.

Bridget Young on the Sub-committee of non-program based course assessments said that her subcommittee met in January and February and now have a rubric written for their course assessment and are waiting for the reports to come in. She also mentioned that Dawn-Tracy Hanley from the Grant Reading department had joined them.

Dr. Dee Laffin reported that they developed a rubric designed to look at the components of our new Program Review content and that they are still working on the format. Earlier in the semester Dr. Jennifer Browne joined SCCC as the College Associate Dean overseeing the Program Review process.

Dr. Browne is reviewing previous reviews that were conducted under the 2012-13 academic year report guidelines. In addition, she is working with current reports developed under the new 2013-14 Program Review guidelines. Prior to preparing an initial draft of the rubric, feedback received from external reviewer visits and reports will be taken into consideration. Dr. Laffin reported that Dr. Brown has graciously accepted the assignment of Chair for the AAC subcommittee on Program Review. The subcommittee will be convened when more material is available for review.

Dr. Anastasia shared a little on behalf of Dr. Nicolas Pestieau who is the chair of the subcommittee on annual academic program assessments. Dr. Pestieau had shared with her that they have seventy plus reports to work through and that they have a rubric which they are using as the reports come in

Dr. Troy Tucker gave a short update on Academic Program Review and the AES Unit Updates. He said that the AES side of the AAC consisted of two subcommittees, the annual assessment subcommittee and the unit review subcommittee.

Dr. Tucker spoke first about the work of the annual assessment subcommittee and had shown a list of the AES units who had already submitted assessments to the subcommittee. He then went on and described the progress made since the previous subcommittee meeting, including finalizing the rubric, which had begun with Jennifer Farquhar while meeting as a subcommittee.

Dr. Tucker said that almost all assessments were reviewed by two subcommittee members using the rubric. The rubric provided a numerical score as well as a written comment. The rubric followed the template from the CAPIE, formerly appendix K now appendix N, column by column.

Dr. Tucker then showed the results of the review of the assessments by the subcommittee. The average level of completeness was 53%, the average overall rubric score was 2.9. 97% of 37 AES units had completed the assessment template through section 4. These measurements provide the baselines from which the subcommittee will assess the annual assessment process at the college level over the years to come. The individual unit scores and comments will be reported to OPIE for feedback to each unit to help them improve.

Next, Dr. Tucker discussed the unit review subcommittee work since the last AAC meeting, showing the five units that completed reviews. The subcommittee completed its rubric and met twice since the last AAC meeting. The first meeting was to plan and complete the rubric. At the second meeting, four of the five unit reviews were evaluated according to the rubric. The reviews were discussed and the subcommittee came to consensus regarding each section. The average level of completeness was 69% and the average score across all units was 2.9. 60% of the reviews had completed action plans, however only 40% had completed their external evaluations. These measurements are the baselines for assessing unit review process at the college. Individual feedback to units is also desirable, however the subcommittee would like to be involved with debriefing each unit if possible. There was also some discussion of asking units who underwent review this year to mentor the units that will review themselves next year.

Dr. Shults went over how we will need to do unit reviews every five to seven years. He discussed appendix L.

Dr. Tucker said that Dr. Donna Ciampa developed a rubric with the help of her subcommittee on “AES Unit Review” and had a lot of good discussions about moving forward.

Sylvia Camacho went over the five year reviews and said that was a real challenge. She said that the committee came up with very good models which gave great perspective on both sides of their project.

Dr. Dee Laffin gave a tour of the Academic Assessment website. She introduced the tools and the templates and also the forms that will be used for each five year plan.

Dr. Shults reinstated how everything is spelled out in the CAPIE which is a process to make ourselves accountable.

Dr. Shults shared information about the work that the “Data Task Force” is involved with. He also talked about the work being done on our new SCCC website.

